

**HEADQUARTERS MARINE CORPS
STANDING OPERATING PROCEDURES
FOR THE
ACTIVATION, DEACTIVATION AND REDESIGNATION
OF FMF AND NON-FMF AIR AND GROUND ORGANIZATIONS
(SHORT TITLE: ADR SOP)**



This reprint contains the effective pages of the basic Manual and Changes 1 and 2.

HEADQUARTERS U.S. MARINE CORPS





U.S. Marine Corps, Headquarters, Washington, D.C.

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D. C. 20380

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21 Aug 1968

HEADQUARTERS ORDER P5400.17

From: Commandant of the Marine Corps
To: Distribution List

Subj: Headquarters Marine Corps Standing Operating Procedures for the Activation, Deactivation and Redesignation of FMF and Non-FMF Air and Ground Organizations (Short Title: ADR SOP)

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate the subject manual.
2. Information. This manual contains instructions and procedures to be used by the Headquarters staff for activating, deactivating and redesignating FMF and non-FMF air and ground organizations, excluding Organized Marine Corps Reserve units.
3. Recommendations. Recommendations for changes and/or additions to the ADR SOP are invited and should be addressed to the Assistant Chief of Staff, G-3.
4. Certification. Reviewed and approved this date.

JOHN G. BOUKER
Deputy Chief of Staff (Admin)

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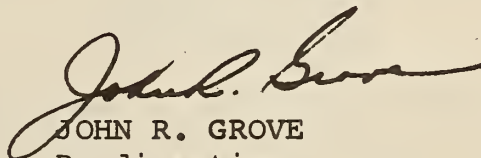
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To: Distribution List

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Procedures for the Activation, Deactivation and
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Organizations (Short Title: ADR SOP)

1. Purpose. To direct a pen change to the basic Manual.
2. Action. In the distribution section of the basic Manual, change the distribution to conform with that shown on this page change.
3. Information. Those staff offices being added to the distribution will be furnished with copies of the basic Manual and change 1.
4. Filing Instructions. This change should be filed immediately following the signature page of the basic Manual.
5. Certification. Reviewed and approved this date.

17 Oct 1968

JOHN R. GROVE
By direction

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Organizations (Short Title: ADR SOP)

Encl: (1) New page inserts to HQO P5400.17

1. Purpose. To transmit new page inserts to subject
Manual.


2. Action

a. Remove and destroy present pages E-1-1, E-1-2
and 23.

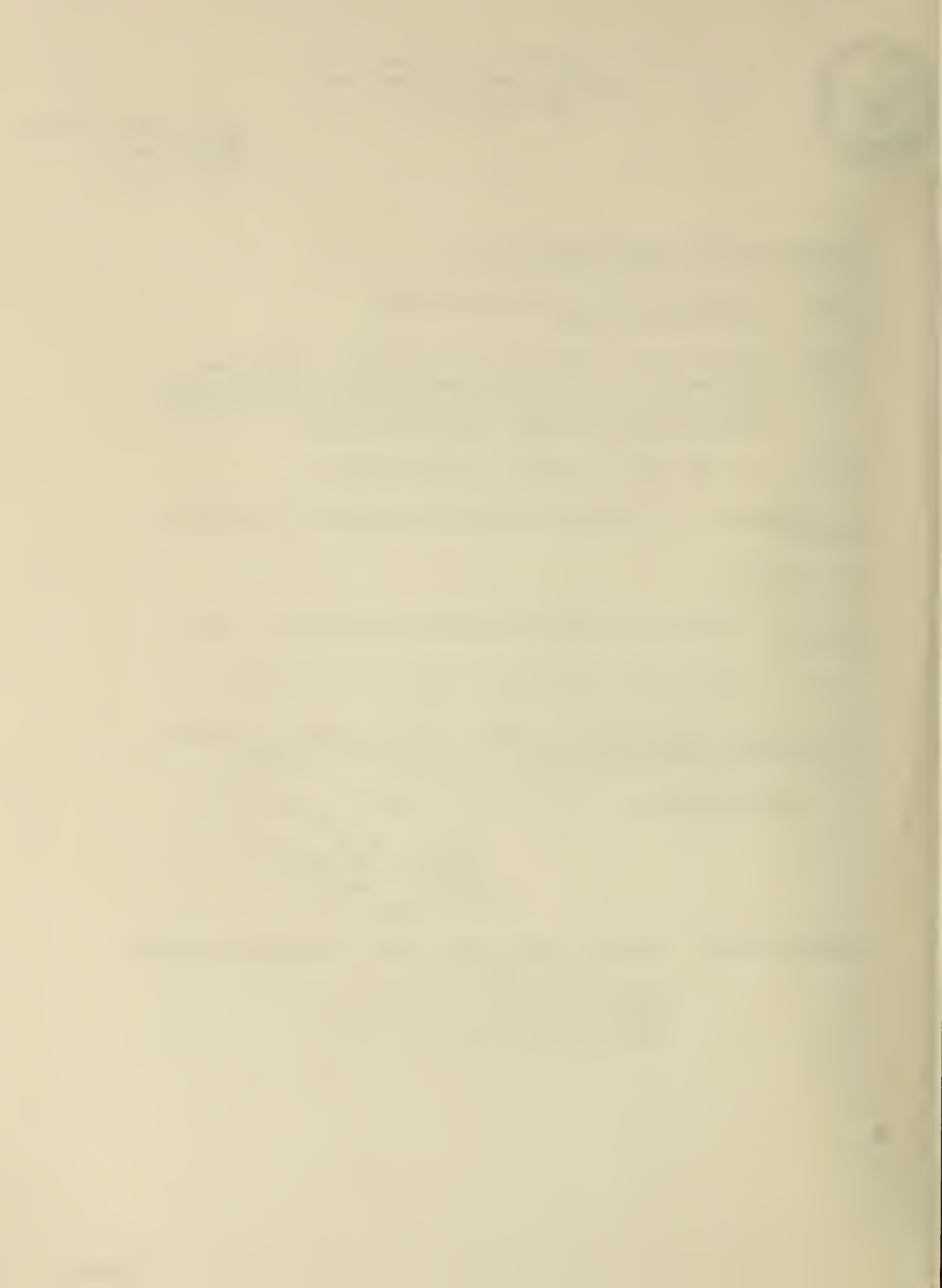
b. Insert new pages E-1-1, E-1-2, 23 and 24.

3. Filing Instructions. This change should be filed
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4. Certification. Reviewed and approved this date.


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21 Aug 1968

LOCATOR SHEET

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Procedures for the Activation, Deactivation
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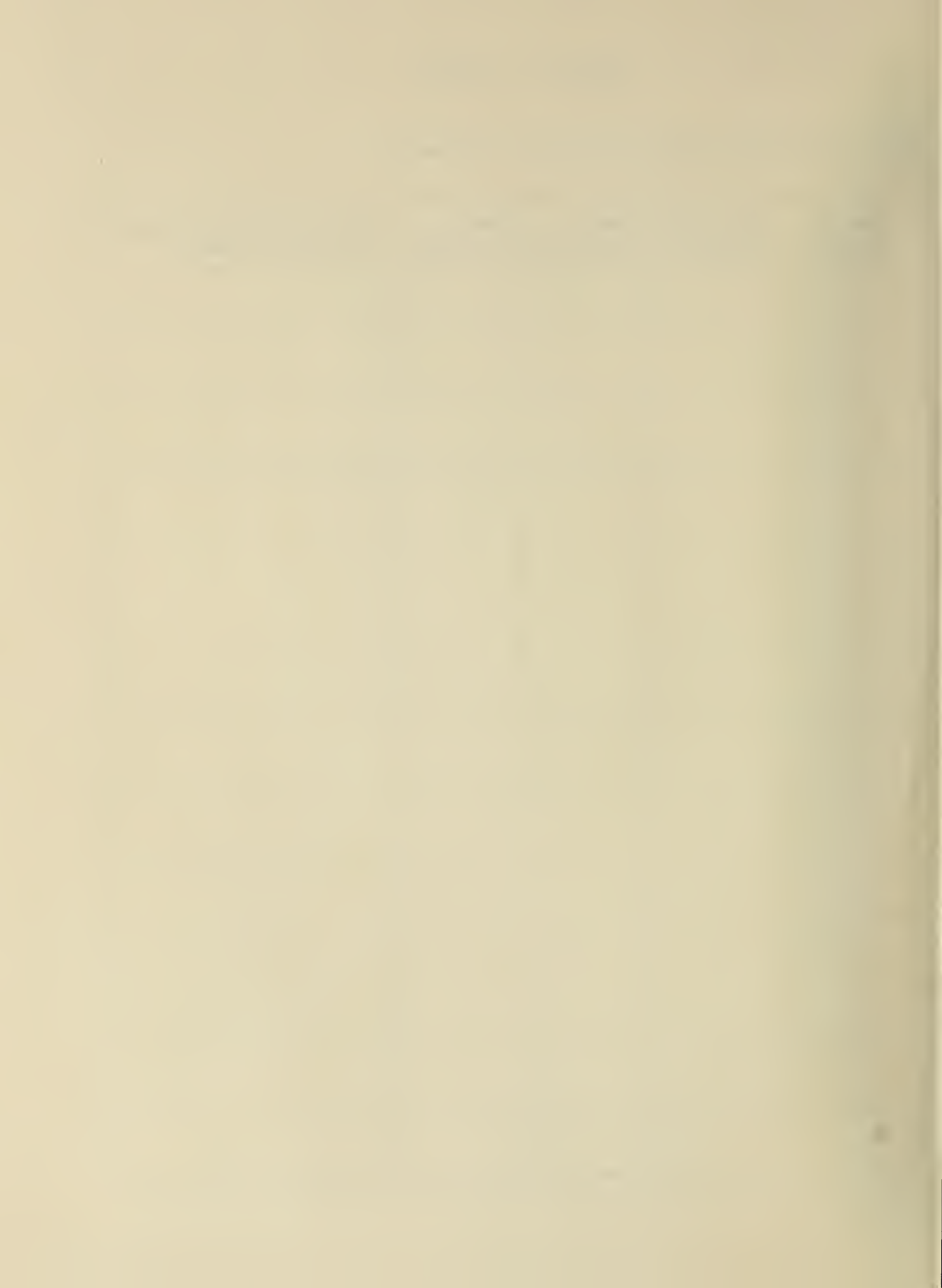
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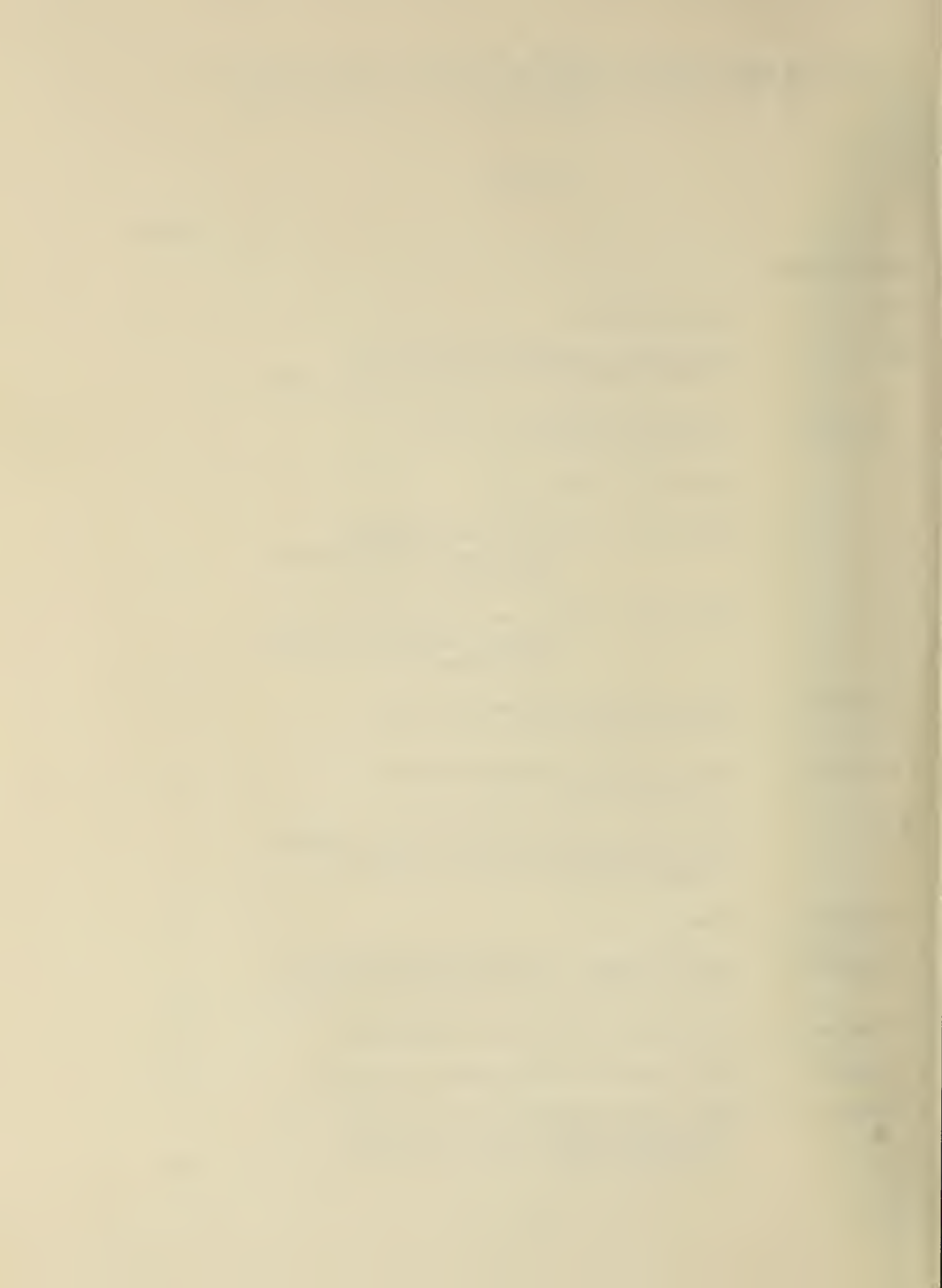
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HQMC SOP
FOR THE ACTIVATION, DEACTIVATION AND REDESIGNATION OF
FMF AND NON-FMF AIR AND GROUND ORGANIZATIONS
(ADR SOP)

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DEFINITIONS

Activation Cadre (ACTCAD). Key command and staff personnel required to perform the command, administrative and logistical functions incident to the activation of a unit and develop required plans for the achievement of assigned activation program objectives.

Activation Cadre Reporting Date (ACRD). The date by which designated activation cadre personnel will report to the activation commander. This date should be at a minimum four weeks prior to organization activation date.

Activation Commander (ACTCMDR). An FMF or non-FMF commander designated to direct the activation of FMF organizations.

Activation Date (AD). The date on which a unit is officially organized, placed on the active troop list and commences to submit required reports.

Activation Location (AL). The geographical location at which a unit will be activated.

Activity Address Code (AC). A six position alpha/numeric code assigned to identify specific units, activities or organizations authorized to direct, ship or receive material and documentation and/or billing.

Deployment Availability Date (DAD). The date on which a unit scheduled for deployment is available for deployment. This date will normally coincide with Operational Readiness Date and is the date reported to higher Headquarters concerning deployment availability of USMC FMF organizations.

Deployment Location (DL). The geographical location to which a unit will be deployed.

Equipment and Supplies on Hand Phasing Date (ESPD). The latest date at which equipment and supplies for a specific phase in the buildup of a newly activated organization will be available to the activated organization commander.

Equipment and Supplies on Hand Readiness Date (ESRD). The latest date at which all of an organization's authorized combat essential equipment, as defined in MCO P3000.3, is to be on hand. Additionally, the date at which unit supplies and spare parts for authorized combat essential equipment are to be on hand.

Equipment Readiness Date (ERD). The latest date at which all authorized combat equipment will be operable and capable of performing designed mission.

Facilities Readiness Date (FRD). The date by which facilities will be available at the activation location to support the unit to be activated.

Initial Training Date (ITD). The latest date by which an organization will commence unit type training. This date will normally follow Personnel/Material Readiness Date by at least two weeks.

Manning Level Strength (M/L). Organization strength allocated by personnel planning data documents incorporating adjusted manpower allowances promulgated by the Commandant of the Marine Corps (A01). These figures indicate the desired manning level goal and are subject to change.

Monitored Command Code (MCC). A three-digit alpha and/or numeric code which identifies a billet, unit, or command to which assignment of personnel is controlled (monitored) by Headquarters Marine Corps. Monitoring includes, but is not limited to (1) the direct assignment to or transfer from the command or unit of personnel by this Headquarters; (2) submission of personnel status or other special personnel reports direct to this Headquarters; and (3) where necessary direct liaison between Commandant of the Marine Corps and the monitored command or command providing administrative support to the monitored command.

Operational Readiness Date (ORD). The date by which a unit achieves an overall combat readiness of not less than C-2 and capable of deployment if scheduled. Two weeks at a minimum is allotted between training readiness date and operational readiness date for completion of administrative functions.

Personnel Phasing Date (PPD). The latest date by which personnel for a specific phase in the buildup of a newly activated organization will have reported to the activation commander.

Personnel Readiness Date (PRD). The date by which a unit will have on board the number of personnel, in ranks and MOSs, allocated by personnel planning data documents provided by HQMC. Ideally, this is authorized strength supporting a Personnel Readiness Category of C-1; however, Marine Corps Manpower allocations and grade and skill restrictions may preclude the delineation of approved allowances equal to T/Os.

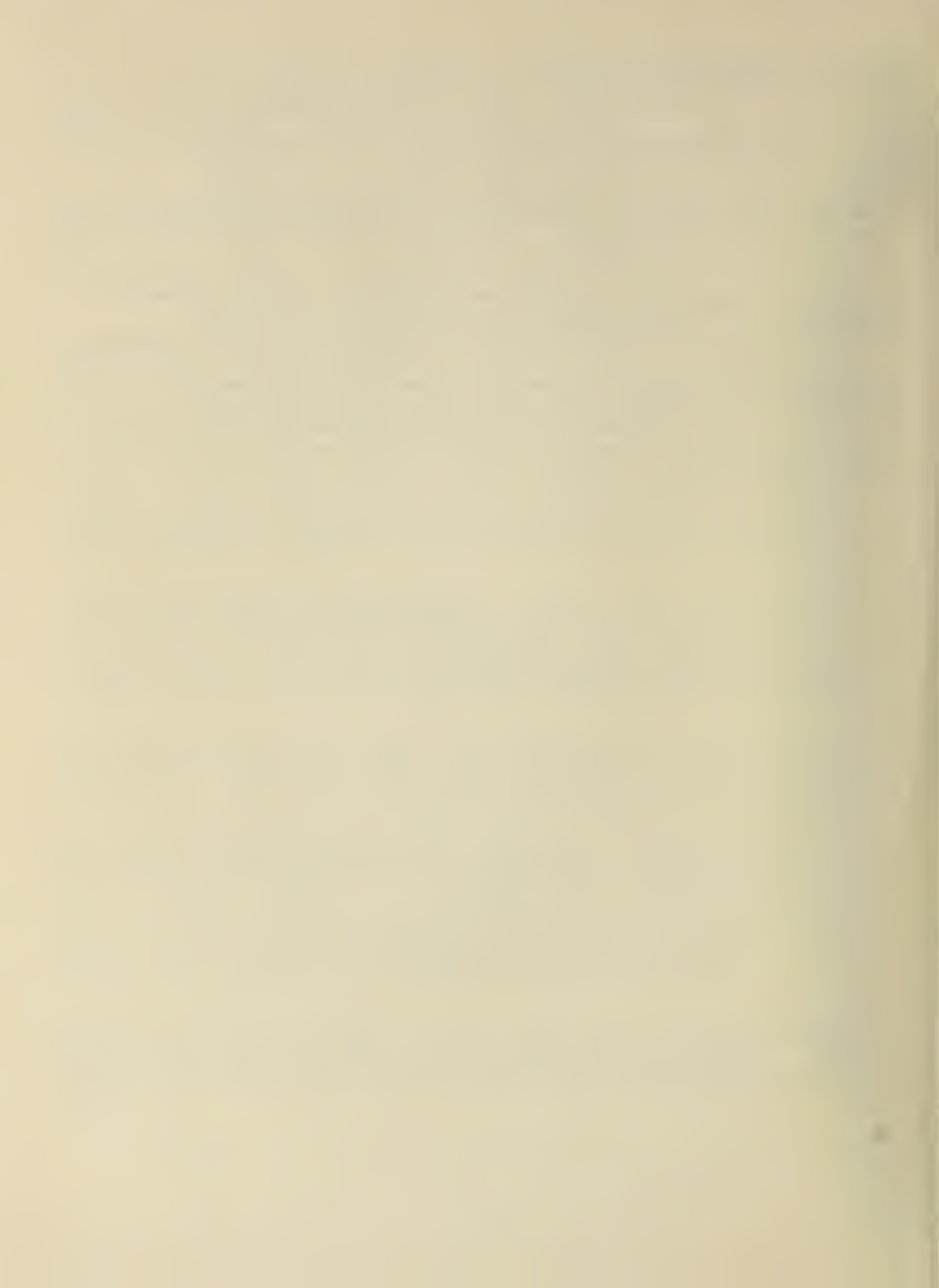
✓ Reporting Unit Code (RUC). A five-digit code which is assigned as a numeric designation for personnel accounting purposes. The RUC when prefixed by an M is utilized as a Unit Identification Code.

Training Readiness Date (TRD). The date by which a unit will achieve a training category of C-1 and requires no further training prior to deployment for a combat mission.

Unit Identification Code (UIC). A six-character alpha/numeric code which uniquely identifies each U.S. Armed Force Unit for the full period of its existence. The left most character of Marine Corps Unit Identification Codes is "M".

Unit Level Code (ULC). A code which determines the standard designation in the JCS Reporting System for the strata, echelon or point at which control or authority is concentrated.

Unit Type Code (UTC). A five-character code assigned to Marine Corps Units for identity by type within the JCS Reporting System indicating the major category by environment, sub-category, functional area, and by specific type combat capability.



PART A - INTRODUCTION

1. PURPOSE. To provide the Headquarters Staff with standing operating procedures for planning, directing and managing activation, deactivation, and redesignation programs for Marine Corps active organizations.

2. BACKGROUND

a. The Commandant of the Marine Corps, in accordance with the Department of the Navy General Order No. 5 "...is directly responsible to the Secretary of the Navy for the administration, discipline, internal organization, training requirements, efficiency and readiness of the Marine Corps; for the operation of its material support system and for the total performance of the Marine Corps." Further, General Order No. 5 states that "The Commandant of the Marine Corps is directly responsible to the Chief of Naval Operations for the organization, training, and readiness of those elements of the operating forces of the Marine Corps assigned to the Operating Forces of the Navy."

b. In amplification of the authority retained in General Order No. 5, SECNAVINST 5450.4C provides that: - "The Secretary of the Navy will approve the establishment, including the mission, and the disestablishment of shore (field) activities of the Department of the Navy. He will assign command or supervision as appropriate, to the Chief of Naval Operations, the Commandant of the Marine Corps, the Deputy Comptroller of the Navy, the Judge Advocate General, the Chief of Naval Research, and such of his civilian executive and staff assistants as required. These officials are authorized to delegate this command or supervision as they deem appropriate. They shall insure that the functions, necessary for accomplishing the mission of each shore (field) activity under their command or supervision, are promulgated and that a copy of the promulgating documents is forwarded to the Chief of Naval Operations."

c. The internal organization of the Marine Corps is continually subject to change in the form of activations, deactivations and redesignations. Providing for the efficient planning, directing and managing of Marine Corps organizational changes is inherent in CMC responsibilities.

3. SCOPE. HQMC Activation, Deactivation and Redesignation SOP for FMF and Non-FMF Organizations (short title:ADR SOP):

a. Encompasses the planning for, and directing and managing of the activation, deactivation and redesignation of active Marine Corps organizations (excluding Organized

Marine Corps Reserve Organizations); extending from CMC decision to activate, deactivate, or redesignate an organization, to attainment of operational readiness by activated and redesignated organizations; to the completion of personnel and administrative requirements associated with deactivation.

b. Reflects field commanders' recommendations and includes, for each Headquarters staff agency concerned, the itemized specific instructions, information and tasks requiring inter-and intra-Headquarters staff action necessary to efficiently manage activation, deactivation, and redesignation programs.

4. MISSION. CMC plans for, directs, and to the extent required for efficient management and attainment of ADR Program Objectives, controls the activation, deactivation and redesignation of Marine Corps active organizations.

5. CONCEPT OF ADR PROGRAM. Figure 1, "Activation, Deactivation and Redesignation Program for FMF and Non-FMF Air and Ground Organizations" graphically displays the concept of developing ADR Programs for MC organizations.

6. HQMC STAFF RESPONSIBILITIES

a. AC/S, G-3

(1) Assigned staff responsibility for coordinating activation, deactivation and redesignation programs for FMF organizations.

(2) Assigned primary staff responsibility for the maintenance of this order.

b. AC/S, G-1 (Under the cognizance of DC/S (Manpower).) Assigned staff responsibility for coordinating activation, deactivation and redesignation programs for non-FMF ground and air organizations.

c. DC/S (Air)

(1) Assigned staff responsibility in coordination with AC/S, G-3 for initiating and coordinating activation, deactivation and redesignation programs for FMF air organizations.

(2) Assigned staff responsibility of providing AC/S, G-1 necessary information to effect activation, deactivation, and redesignation programs for non-FMF air organizations.

PART B

ACTIVATION, DEACTIVATION, AND REDESIGNATION
OF FMF ORGANIZATIONS

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PART B

CHAPTER 1

ACTIVATION PROGRAM FOR FMF ORGANIZATIONS

SECTION A

GENERAL

1. PURPOSE

a. To provide Standing Operating Procedures for the planning, directing, managing and terminating of activation programs for FMF organizations.

b. To provide each staff agency with specific activation program information, guidance and instructions.

2. BACKGROUND

a. The activation of an FMF organization will be either in response to the Marine Corps Troop and Organization Program Document, HQO P005400.____ or in response to a world situation requiring immediate activation of additional FMF organizations.

b. The Troop and Organization Program Document contains a listing of Marine Corps organizations/units to be activated, showing activation date (Fiscal Year), T/O, Major T/E Items and other information relative to the activation of a type organization presently in the force structure or a new type unit. Such information forms the basic data upon which an activation program is developed.

c. Determination of what type and number of organizations requiring activation because of an immediate world situation is not within the scope of this SOP, but subsequent to such determination the procedures outlined in this SOP should be followed to the maximum extent possible.

3. CONCEPT OF ACTIVATION PROGRAM

a. General. CMC plans, directs, manages and terminates the activation program for all FMF organizations. CMC designates the activation commander, establishes activation program objectives, provides personnel, funds and material resources, assigns FMF organizations to the operating forces of the Marine Corps and monitors progress towards achievement of operational readiness. CMC, subsequent to an operational readiness inspection, certifies achievement of operational readiness, and directs the activation commander to report the newly activated organization as available for assignment to the Operating Forces of the Navy.

b. Procedures. Figure 2 "Activation Program", displays activation program phases and the coordinating procedural documents developed during each phase.

(1) Activation Program Phases. Each phase is designed to accomplish the following:

(a) Planning Phase

1. An Activation Plan is developed by the HQMC staff, approved by CMC and contains operational, manpower, logistical and administrative plans for the activation of one or more FMF organizations. It provides the HQ staff with a one source document containing specific activation program information, guidance, policies, and objectives for utilization in the development of subsequent coordinating procedural documents. Based on the information contained in that document, the staff prepares and promulgates to appropriate activities: (1) CMC Activation Memorandum to SecNav, CNO and JCS; (2) USMC Master Activation Schedule, enabling field activities to develop activation supporting plans; and (3) CMC Manpower and Logistic Plans and Instructions required to support the activation.

2. Prior to and in conjunction with the preparation of CMC Activation Directive, the staff revalidates the Activation Plan to determine continued supportability and effects changes as required.

(b) Directing Phase. Based on the Activation Plan, a CMC Activation Directive is prepared, staffed and promulgated to the activation commander and appropriate supporting activities.

(c) Managing Phase

1. Subsequent to the promulgation of CMC Activation Directive, the staff monitors and analyzes CMC's Activation Program Progress Report, compiled from data received from the activation commander and supporting activities. The report identifies specific areas where reported progress is not in consonance with planned activation program objectives, includes staff remedial actions and/or recommendations, and is periodically reviewed by the Chief of Staff.

2. Based on CMC's Activation Program Progress Report and in coordination with the activation commander, the Operational Readiness Inspection Plan is developed and conducted. Based on this inspection, CMC's Operational Readiness

ACTIVATION PROGRAM

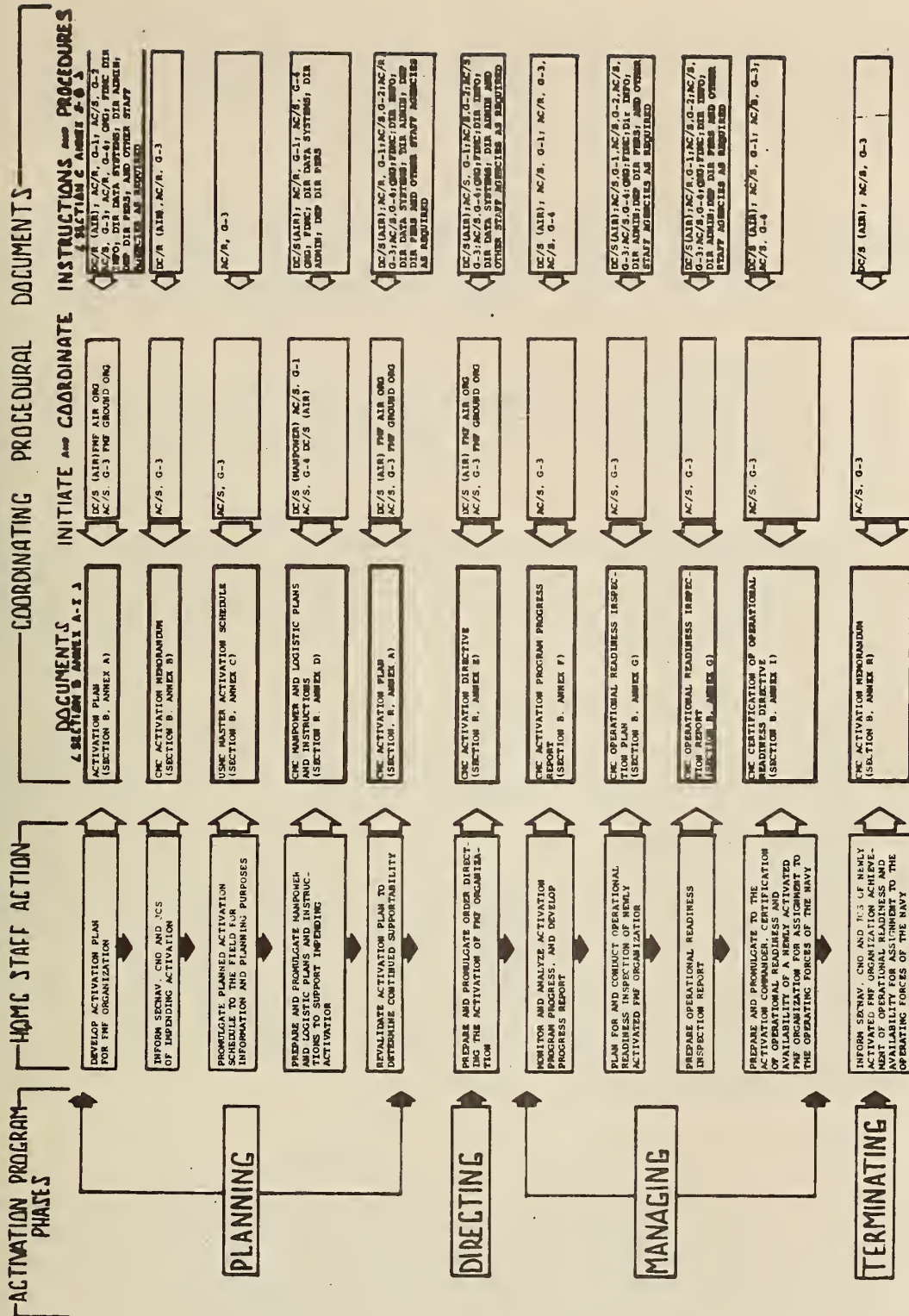


Figure 2

Inspection Report is prepared for review and action. This report includes a statement concerning achievement of activation program objectives, identifies deficiencies and remedial actions taken or recommended, and includes a recommended date for certification of operational readiness.

3. Based on the Operational Readiness Inspection Report, CMC Certification of Operational Readiness is prepared and issued directing the activation commander to report the newly activated organization as available for assignment to the Operating Forces of the Navy.

(d) Terminating Phase. The activation program terminates with CMC Activation Memorandum informing SecNav, CNO and JCS that a newly activated FMF organization has achieved operational readiness and is available for assignment to the Operating Forces of the Navy.

c. Coordinating Procedural Documents. The format for coordinating procedural documents and preparation instructions are contained in Part B, Chapter 1, Section B of this SOP. Preparation sequence and format may be modified to fit a particular activation program.

4. ACTIVATION PROGRAM RESPONSIBILITIES

a. AC/S, G-3. Assigned responsibility for coordinating activation programs for FMF organizations.

b. HQMC Staff Agencies

(1) Staff agencies initiate and coordinate the development of, and input to, coordinating procedural documents listed in Figure 2, "Activation Program".

(2) Utilize staff agency instruction and procedures contained in Part B, Chapter 1, Section B of this SOP.

5. GENERAL INSTRUCTIONS AND PROCEDURES

a. Designation of Activation Commander

(1) CMC will designate the Commanding General, FMFLant or FMFPac as the activation commander for FMF organizations. Exception to the foregoing will be made when it is determined that an FMF Headquarters is not available or the activation is of such magnitude, i.e., Division/Wing, that the effort required to activate such organizations would significantly derogate the operational capability of an FMF Headquarters. In such cases,

a non-FMF base commander, i.e., Commanding General, MCB, Camp Pendleton, Camp Lejeune, or Twentynine Palms will be designated as the activation commander and augmented with personnel and material as required to accomplish assigned activation mission.

(2) When events are such that a non-FMF commander is tasked to activate an FMF organization, provisions will be made to pass command of the newly activated organization to the appropriate FMF commander immediately after the newly activated organization achieves personnel and equipment readiness.

(3) The activation of a large FMF organization, i.e., Division/Wing or FSR by either an FMF or non-FMF commander, will require additional personnel and material to augment the staff of the activation commander. The activation commander will be requested to recommend to CMC personnel and material augmentation requirements and duration required. When possible, officers and enlisted personnel from various HQMC staff agencies experienced in the operation of their respective agency and familiar with activation procedures are to be ordered to the activation location on a temporary basis to assist the activation commander.

b. Activation Sequence. Activations are to be scheduled to ensure that sufficient facilities are available prior to the reporting of units and to ensure that sufficient administrative and logistic support elements and HQs units are operational prior to the activation of subordinate operational units. Regimental, separate battalion or separate company headquarters are to be activated prior to the activation of subordinate units. This will provide a buildup of essential services, training of specialists, preparation of facilities, and the establishment of policies and directives at the proper level. Activation of task organized units, i.e., Regt (Rein), BLT, will be provided by the activation of those organizations which are to provide elements to the task organized organizations.

c. Personnel

(1) General. It is essential that the personnel buildup be carefully planned and monitored to ensure early availability of personnel necessary to receive and process personnel and equipment and to formulate plans and policies for future activities. All personnel must arrive in time to complete administrative processing, make billet assignments, issue individual equipment and correct clothing deficiencies.

(2) Activation Cadre. CMC will provide to the activation commander an activation cadre for each newly activated organization down to the squadron/company/battery/team level. An activation cadre should be capable of performing the following functions to a full or less capacity dependent upon the size and type organization to be activated and support available from the activation commander.

(a) Capable of personnel planning, scheduling, receiving and assigning personnel; effecting intra-organization transfers of casualties and disciplinary cases as necessary; initiating general administration for new units until capable of self administration and providing morale and welfare services as required.

(b) Capable of assembling and maintaining intelligence information and promulgating intelligence and security instructions.

(c) Capable of continuation and refinement of financial planning; preparing training directives; training guidance, and syllabi for new units; maintaining essential training publications and directives for issue to new units; providing training assistance and supervision as required; providing initial supervision of new unit training; planning and obtaining school quotas and amphibious training commitments for fleet and other service activities.

(d) Capable of planning and scheduling logistic support for new units; providing assistance in establishing logistic functions within new units; and providing instructions and assistance in embarkation planning.

(e) Capable of financial planning; budgeting and management for units prior to activation and in early formative stages; and providing disbursing services as required.

(f) Capable of proper planning, and follow-up action for the initial outfitting and supply support of new units; establishing and maintaining supply records on material requisitioned and received; maintaining liaison with receiving and storage agencies; scheduling and supervision of delivery of materials to using units.

d. Facilities. Facilities must be available to support the units to be activated. A survey of existing facilities will be made at the planned activation site. If facilities are not available, they must be planned, programmed and constructed prior to activation of the units.

e. Material

(1) General. Required delivery dates must be realistically established and strictly adhered to in order to provide for an orderly buildup. Administrative equipment, publications and files or pertinent directives must be available concurrently with the arrival of the activation cadre and closely followed by remaining supplies, equipment, publications and directives. Individual weapons and equipment, tools, and major items of equipments, and other items essential to individual and unit training must be on hand well in advance of scheduled training in order to provide time for unpacking, inspection and processing for issue and use.

(2) Publications. Publications are furnished to newly activated Marine Corps activities in accordance with the following procedures:

(a) Controlled administrative publications are furnished automatically in accordance with allowances established in MCO P5600.31, Marine Corps Publications and Printing Regulations. Delivery dates are established by the Administrative Division (Code ABP) upon receipt of and in accordance with activation date specified in the activation directive.

(b) Certain technical publications pertaining to equipment are force fed in accordance with instructions of the Quartermaster General of the Marine Corps to the Marine Corps Supply Activity, Philadelphia, Pennsylvania.

(c) Field activities should review SL-1-3, Index of Publications in Stock, and requisition required publications that have not been received automatically.

(d) Headquarters Marine Corps staff offices will review publications requirements and request the Administrative Division (Code ABP) to furnish any required publications not covered above.

f. Activation Program Objectives

(1) Figure 3, "Activation Program Objectives", defines objectives and lists those Headquarters staff agencies having primary staff responsibility for developing and coordinating achievement. Objectives are assigned for each MAF organization to be activated. They are used as a means for directing and measuring the progress of an organization towards achievement of operational readiness and for coordinating the allocation of personnel and material. Fundamental to efficient management of the activation program is the assignment of activation program

objectives that are supportable. To this end, a definitive staff analysis of requirements versus resources must be conducted in order to develop supportable activation program objectives. Further, supportability of these objectives must be re-validated prior to the promulgation of CMC Activation Directive. Revalidation is a vital procedure in the efficient management of the activation program and must to the maximum extent possible preclude the future adjustment of activation program objectives.

(2) Figure 4, "Scheduling of Activation Program Objectives", contains the sequential scheduling of objectives. Essentially, scheduling of these objectives is based on the **type** organization to be activated, availability of personnel and material, complexity of training requirements, both individual and unit, and the date by which operational readiness is required. Of singular importance is the recognition that different type FMF organizations require varying lengths of time to activate, train, and achieve operational readiness. A stereotyped approach to scheduling must be avoided. Rather, a definitive analysis of the mission, personnel, and material requirements and availability must be made and realistic dates for achievement of activation program objectives assigned accordingly.

ACTIVATION PROGRAM OBJECTIVES

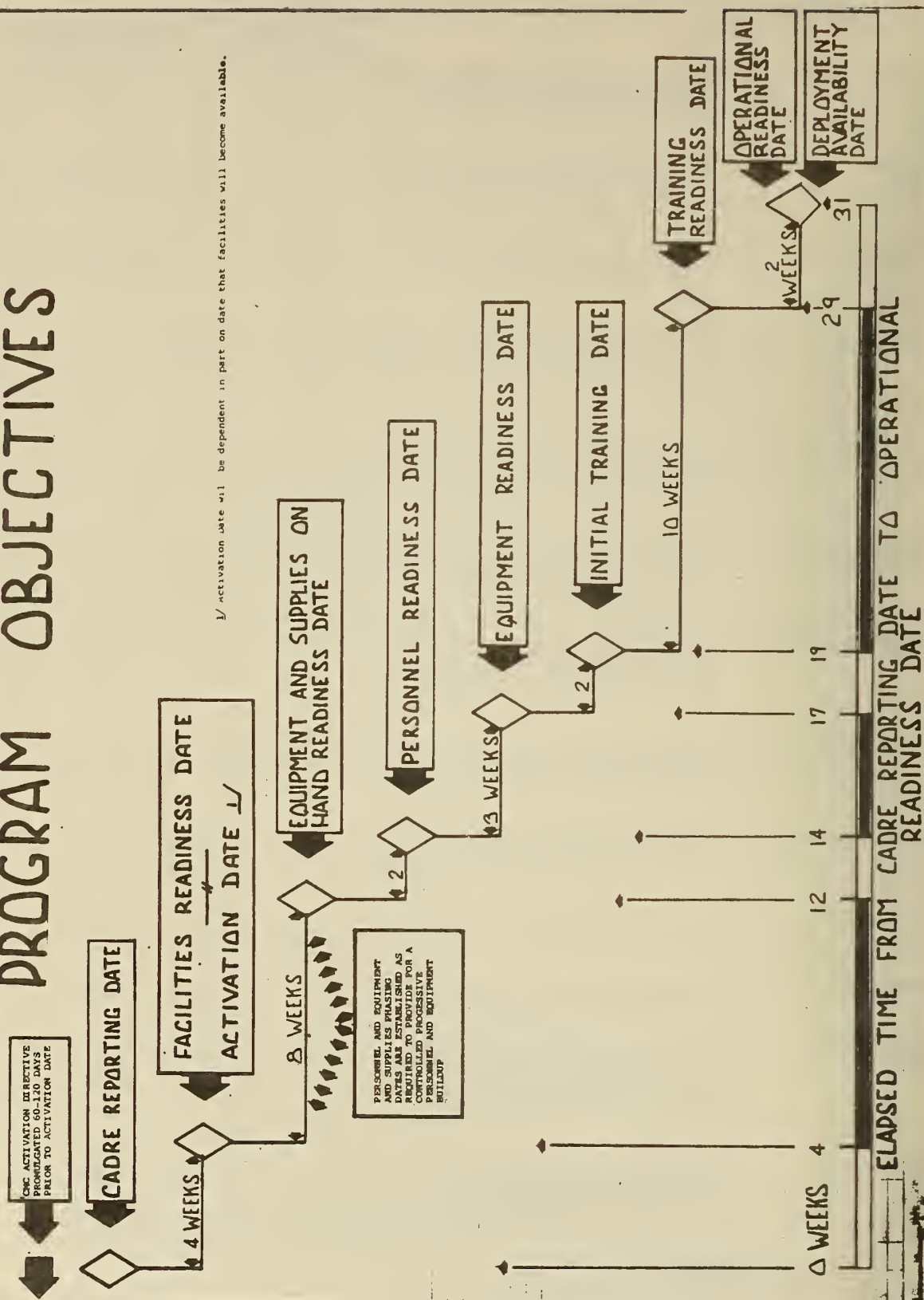
ACTIVATION PROGRAM OBJECTIVES	SHORT TITLE	DEFINITION	PRIMARY STAFF RESPONSIBILITY FOR DEVELOPING		PRIMARY STAFF RESPONSIBILITY FOR COORDINATING ACHIEVEMENT	
			FMF AIR ACTIVATIONS	FMF GROUND ACTIVATIONS	FMF AIR ACTIVATIONS	FMF GROUND ACTIVATIONS
<u>ACTIVATION CADRE</u>	ACTCAD	Key command and staff personnel required to perform the command, administrative and logistical functions incident to the activation of a unit and develop required plans for the achievement of assigned activation program objectives	DC/S (Air)	AC/S, G-3	DC/S (Manpower) 1/	DC/S (Manpower) 1/
<u>ACTIVATION CADRE REPORTING DATE</u>	ACRD	The latest date by which designated activation cadre personnel will report to the activation commander. This date will be at a minimum four weeks prior to unit activation date.	DC/S (Air)	AC/S, G-3	DC/S (Manpower) 1/	DC/S (Manpower) 1/
<u>ACTIVATION DATE</u>	AD	That date on which an organization is officially organized, placed on the active troop list and commences to submit required reports.	DC/S (Air)	AC/S, G-3	DC/S (Manpower) 1/	DC/S (Manpower) 1/
<u>FACILITIES READINESS DATE</u>	FRD	The date by which facilities will be available at the activation location to support the unit to be activated.	QMCMC	QMCMC	DC/S, (Air)	AC/S, G-3
<u>PERSONNEL PHASING DATE</u>	PPD	The latest date at which personnel for a specific phase in the buildup of a newly activated organization will have reported to the activation commander.	DC/S (Manpower) 1/	DC/S (Manpower) 1/	DC/S (Manpower) 1/	DC/S (Manpower) 1/
<u>EQUIPMENT AND SUPPLIES ON HAND PHASING DATE</u>	ESPD	The latest date at which equipment and supplies for a specific phase in the buildup on a newly activated organization will be available to the activated organization commander.	DC/S (Air) 2/ 3/ AC/S, G-4	AC/S, G-4	DC/S (Air) 2/ 3/ AC/S, G-4	AC/S, G-4
<u>EQUIPMENT AND SUPPLIES ON HAND READINESS DATE</u>	ESRD	The latest date at which all of an organization's authorized combat essential equipment, as defined in MCD P3000.3, is to be on hand. Additionally, the date at which unit supplies and spare parts for authorized combat essential equipment are to be on hand.	DC/S (Air) 2/ 3/ AC/S, G-4	AC/S, G-4	DC/S (Air) 2/ 3/ AC/S, G-4	AC/S, G-4
<u>PERSONNEL READINESS DATE</u>	PRD	The latest date at which an organization will have on board the number of personnel, in ranks and MOS's allocated by personnel planning data documents provided by CMC.	DC/S (Manpower) 1/	DC/S (Manpower) 1/	DC/S (Manpower) 1/	DC/S (Manpower) 1/
<u>EQUIPMENT READINESS DATE</u>	ERD	The latest date at which all authorized combat equipment will be operable and capable of performing designed mission.	DC/S (Air) 2/ 3/ 4/ AC/S, G-4	AC/S, G-4	DC/S (Air) 2/ 3/ AC/S, G-4	AC/S, G-4
<u>INITIAL TRAINING DATE</u>	ITD	The latest date at which an organization will commence unit type training.	DC/S (Air)	AC/S, G-3	DC/S (Air)	AC/S, G-3
<u>TRAINING READINESS DATE</u>	TRD	The latest date at which unit will achieve training readiness requiring no further training prior to deployment for a combat mission.	DC/S (Air)	AC/S, G-3	DC/S (Air)	AC/S, G-3
<u>OPERATIONAL READINESS DATE</u>	ORD	The latest date at which an organization achieves an overall Combat Readiness of not less than C-2 and is capable of deployment for a combat mission. Two weeks, at a minimum, are allotted between training readiness and operational readiness date for completing required administrative functions.	DC/S (Air)	AC/S, G-3	DC/S (Air)	AC/S, G-3
<u>DEPLOYMENT AVAILABILITY DATE</u>	DAD	The earliest date at which an organization is available for deployment. This date will normally coincide with Operational Readiness Date and is the date reported to higher Headquarters concerning deployment availability.	DC/S (Air)	AC/S, G-3	DC/S (Air)	AC/S, G-3

NOTE

- ✓ AC/S, G-1 is assigned responsibility for coordinating.
- ✓ DC/S (Air) for Navy furnished material.
- ✓ AC/S, G-4 for USMC furnished material.
- ✓ Only one equipment readiness date will be assigned to an activating organization and will reflect the availability of both Navy and USMC furnished material.

Figure 3

SCHEDULING OF ACTIVATION PROGRAM OBJECTIVES



PART B

CHAPTER 1

SECTION B

ACTIVATION PROGRAM COORDINATING PROCEDURAL DOCUMENTS

1. GENERAL. This section contains the Coordinating Procedural Documents to be used in planning, directing, managing and terminating Activation Programs for FMF Organizations. Included for each document is the format, preparation instructions and a utilization flow chart depicting staffing process.

2. DOCUMENTS. Activation Program Coordinating Procedural Documents are contained in the following annexes:

<u>Document</u>	<u>Annex</u>	<u>Page</u>
a. Activation Plan	A	A-1
b. CMC Activation Memorandum	B	B-1
c. USMC Master Activation Schedule	C	C-1
d. CMC Manpower and Logistic Instructions	D	D-1
e. CMC Activation Directive	E	E-1
f. CMC Activation Program Progress Report	F	F-1
g. CMC Operational Readiness Inspection Plan	G	G-1
h. CMC Operational Readiness Inspection Report	H	H-1
i. CMC Certification of Operational Readiness	I	I-1



Annex A: Activation Plan

1. INITIATED AND COORDINATED BY

- a. AC/S, G-3 for FMF ground organizations.
- b. DC/S (Air) in coordination with AC/S, G-3, for FMF air organizations.

2. STAFF INPUT

- a. DC/S (Air); AC/S, G-1; AC/S, G-2; AC/S, G-3; AC/S, G-4; QMG; DirAdmin; DirDataSystems; FDMC; DepDirPers.
- b. Other staff agencies as required.

3. PURPOSE. To provide the HQMC staff with a single planning document to be used in the coordinated development of Activation Programs.

4. SCOPE. Activation Plan is developed by the HQMC staff and approved by CMC. It contains operational, manpower, logistical and administrative plans for the activation of one or more FMF organizations. It provides the HQ staff with a one source document containing specific activation program information, guidance, policies, and objectives for utilization in the development of subsequent coordinating procedural documents.

5. FORMAT AND PREPARATION INSTRUCTIONS

- a. Appendix 1 - Sample HQBul for Promulgating Activation Plan.
- b. Appendix 2 - Sample format for Activation Plan.

6. UTILIZATION FLOW CHART. Appendix 3 - Flow Chart for Preparation of CMC Activation Plan.





DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380

HQBul 005400
Serial No
Code A03XX
Date

CLASSIFICATION

HEADQUARTERS BULLETIN 005400

From: Commandant of the Marine Corps
To: Distribution List

Subj: Activation Plan for the Activation of (Title of Organization(s)/Unit(s)) (U)

Ref: (a)
(b) HQO P540J. __

Encl: (1) Activation Plan for the Activation of (T/O/Unit's)
(2) Locator Sheet

1. (*) Purpose. To promulgate to the HQMC staff CMC Activation Plan for the activation of an FMF Organization.

2. (*) Background

a. (*) CMC, by reference (a) approved the activation of (title of organization(s)/unit(s)). Enclosure (1) is the Activation Plan for the Activation of subject (organization(s), unit(s)) containing activation information and Activation Program Objectives.

b. (*) The Activation Plan, enclosure (1), constitutes the basic authority for HQMC Staff Agencies to plan, direct, manage and terminate the Activation Program for subject (Organization(s)/Unit(s)).

c. (*) ADR SOP, reference (b), provides the basic HQMC procedures for the activation of Marine Corps FMF organizations.

3. (*) Action

a. (*) ((DC/S (Air)) - (AC/S, G-3)) is assigned responsibility for coordinating the activation program for subject (organization(s)/unit(s)) and will be guided by the provisions of reference (b).

b. (*) Addressees will take appropriate action to implement activation plan, at enclosure (1), in accordance with the provisions of reference (b).

c. (*) Heads of HQMC Staff Agencies empowered to sign by "title" or "by direction" will promulgate required directives to implement Activation Plan, enclosure (1), without recourse to the Chief of Staff. Changes to the plan will require Chief of Staff approval.

* If classified insert classification of individual paragraphs.

DOWNGRADING INSTRUCTIONS

Copy __ of __ copies

CLASSIFICATION

CLASSIFICATION (All information on this page UNCLASSIFIED)

HQBul 005400

Date

4. (*) Self-cancellation. (Date subsequent to planned Operational Readiness Date.)

DISTRIBUTION: (Insure that distribution includes all HQMC staff agencies requiring activation plan. Original HQBul or copy is to be retained in AC/S, G-3, DC/S (Air) activation file)

CLASSIFICATION

HQBul 005400

Date

Activation Plan for (title of organization or reference appropriate enclosure containing a listing of organizations to be activated.)

Ref: (Cite the basic reference which authorizes activation, i.e., Troop and Organization Program Document, HQ Order 005400.; specific plan developed in response to an immediate world requirement.)

Encl: (1) (As required)

1. (*) Purpose. To provide the HQMC staff with a single source planning document containing information and instructions to be utilized in the planning, directing, managing and terminating of an activation program for the activation of (title of organization or reference appropriate enclosure containing a listing of organizations to be activated).

2. (*) Background. (Include as much of the background information concerning the requirement which generated activation that will provide the staff with a comprehensive explanation and preserve for future reference the reason for activation.)

3. (*) General Activation Plan

a. (*) Concept of Activation: (A concise statement as to how, when and where.)

b. (*) Organization(s)/Unit(s) to be Activated

(1) Title.

(2) T/O.- T/E.

(3) Troop List and Rank/MOS Summary for Units More or Less Than T/O.

(4) Parent Organization.

(5) Activation Location.

(6) Deployment Requirements (to include tour length and mode of transportation).

(7) Activation Commander.

(8) Command Relationships.

c. (*) Activation Program and Readiness Objectives

Activation Program Objectives and Dates

Readiness Objectives

(1) Activation Cadre Reporting Date XX

(2) Facilities Readiness Date..... XX

(3) Activation Date..... XX

(4) Personnel Phasing Dates..... XX

(5) Equipment and Supplies on Hand Phasing Dates..... XX

(6) Personnel Readiness Date..... C-

(7) Equipment and Supplies on Hand Readiness Date..... C-

(8) Equipment Readiness Date..... C-1

(9) Initial Training Date..... XX

(10) Training Readiness Date..... C-

(11) Operational Readiness Date..... C- (overall)

(12) Deployment Availability Date..... XX

XX - Readiness Category Objective not required

* If classified, insert classification of individual paragraphs.

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ENCLOSURE (1)
CLASSIFICATION

CLASSIFICATION

HQBul 005400

d. (*) Activation Commander, Personnel and Material Augmentation Requirements.
(List Augmentations by rank/MOS and materials required by the Activation Commander to assist during activation of major size organizations.)

e. (*) Activation Cadre

(1) Personnel. (Activation Cadre by T/O No., billet line, billet title, rank, MOS, and total numbers. Large size cadres should be included as an enclosure.)

(2) Material. (List material, and publications requirements required to support Activation Cadre or include as an enclosure.)

f. (*) Activation Program Progress Report

(1) Readiness Reporting Requirements

(2) Chief of Staff Progress Report Requirements

g. (*) Operational Readiness Inspection Requirements

4. (*) Manpower Support Plan (Include as an enclosure if extensive.)

a. (*) Manpower Objectives

(1) Cadre

(2) Personnel Phasing Dates

(3) Personnel Readiness Date

b. (*) Concept of Manpower Support

(1) Distribution of Personnel Resources

(a) T/O

(b) M/L

(c) Training Requirements

(d) Grade/MOS Substitutions

(e) Effects on In-being Organizations

(2) Control and Monitoring Procedures

(a) Assignment of Separate Monitored Command Code

(b) Personnel Reporting Procedure

1. Activation Cadre

2. Personnel Phasing

3. Personnel to Meet Personnel Readiness Date

5. (*) Logistic Support Plan (Include as an enclosure if extensive.)

a. (*) Logistic Objectives

(1) Cadre Material Requirements

(2) Equipment and Supplies on Hand Phasing Date

(3) Equipment and Supplies on Hand Readiness Date

(4) Equipment Readiness Date

b. (*) Concept of Logistic Support

c. (*) Logistic Management

(1) Distribution of Material Resources

- (a) T/E
- (b) T/A
- (c) Authorized
- (d) Substitution
- (e) Short Falls
- (f) Effect on In-being Organization

(2) Communication

- (a) Call Signs
- (b) Cryptographic Requirements

(3) Control and Monitoring Procedures

- (a) Requisitioning Procedure
 - 1. Initiated by HQMC (Force Feeding)
 - 2. Initiated by Activation Commander
- (b) Monitoring Procedure

6. (**) Administrative Support Plan (Include as an enclosure if extensive.)

a. (*) Administrative Objective. (Include specific administrative support that will be provided to the newly activated unit, i.e., publications, manual, MC orders, bulletins, copies of SOPs from similar type units, FM, TM.)

b. (*) Concept of Administrative Supportc. (*) Administrative Management

(1) Publications and Distribution

- (a) For Cadre
- (b) For Activating Organization
- (c) Distribution Procedure
 - 1. Initiated by HQMC
 - 2. Initiated by Activating Commander

(2) Personnel Procedures

- (a) Personnel Accounting
- (b) UCMJ Authority

(3) Unit Codes

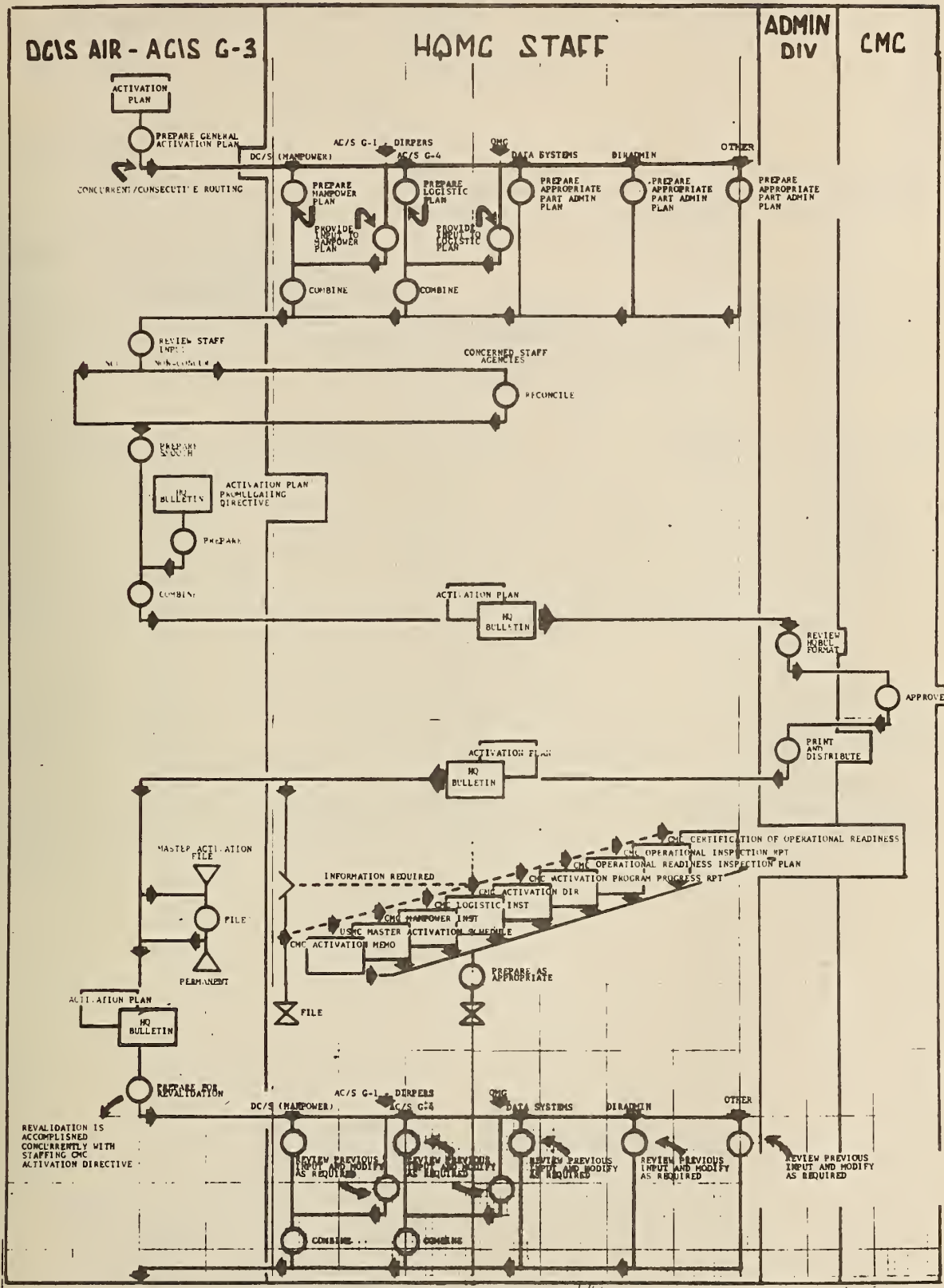
- (a) Unit Identification Code
- (b) Unit Type Code
- (c) Unit Level Code

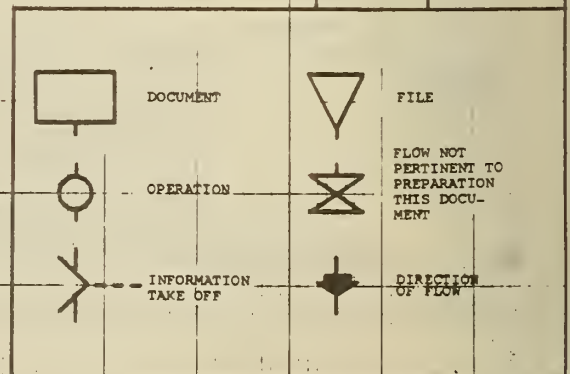
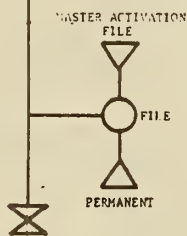
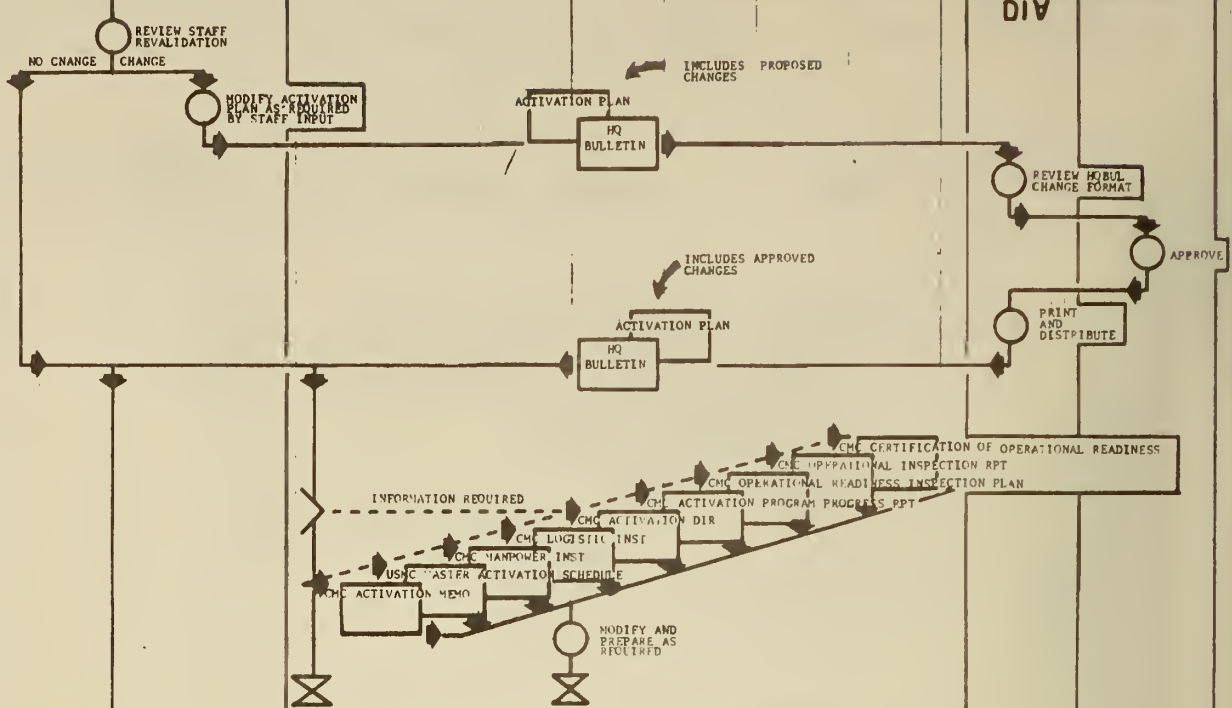
(**) Include provisions to declassify information contained in this paragraph particularly Unit Codes concerned with supply and personnel management.

HQBul 005400

- (d) Monitored Command Code
- (e) Reporting Unit Code
- (f) Activity Address Code
- (g) UIC (Navy Compt-Air Organization Only)

APPENDIX 3 TO ANNEX A: FLOW CHART FOR PREPARATION OF CMC
ACTIVATION PLAN





Annex B: CMC Activation Memorandum

1. INITIATED BY

a. AC/S, G-3 for FMF organizations

2. STAFF INPUT. None.

3. PURPOSE

a. To inform SecNav, CNO, and the JCS of impending activation of an FMF air or ground organization.

b. To inform SecNav, CNO, and the JCS that a newly activated organization has achieved operational readiness and is being made available for assignment to the Operating Forces of the Navy.

4. SCOPE. Two memorandums are utilized. The first is to inform SecNav, CNO and the JCS of CMC decisions to activate an FMF organization and includes organization title, activation location and parent command. The second memo is used to inform SecNav, CNO and the JCS that a newly activated FMF organization has achieved operational readiness and is available for assignment to the Operating Forces of the Navy. It includes organizational title, activation location, parent command and date operational readiness was achieved.

5. FORMAT AND PREPARATION INSTRUCTIONS

a. Appendix 1 - Sample Format for CMC Memo Informing SecNav of Impending Activation of FMF Organizations.

b. Appendix 2 - Sample Format of CMC Memo Informing SecNav of Achievement of Operational Readiness by a Newly Activated Organization.



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON D C 20380

CLASSIFICATION

MEMORANDUM FOR SECRETARY OF THE NAVY

Subj: Activation of Fleet Marine Force Organization (*)

Ref: (a) General Order No. 5

1. (*) This is to inform the Secretary of the Navy, as required by reference (a), that the following Fleet Marine Force organization(s) will be activated on (activation date) at (location) as part of (parent organization):

(Full title of organization(s) to be activated - include as an enclosure if there are a number of organizations activating.)

2. (*) It is presently planned that the above organization(s) will achieve operational readiness by (operational readiness date), and deploy to (location and organization to which assigned).

3. (*) The Secretary of the Navy will be informed when the above organization(s) has achieved operational readiness and is available for assignment to the Operating Forces of the Navy.

COPY TO:

CNO
JCS
OSD

BLIND COPY TO:

AC/S, G-3 (Master Activation Files)
DC/S (Air)
Principal Staff Agencies

(*) If classified, insert classification of individual paragraphs.

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CLASSIFICATION



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D. C. 20380

CLASSIFICATION

MEMORANDUM FOR THE SECRETARY OF THE NAVY

Subj: Activation of Fleet Marine Force Organization(s) (*)

Ref: (a) (Cite earlier memo that informed SecNav of the FMF organization(s) to be activated.)

1. (*) Reference (a) informed the Secretary of the Navy of the activation of the following Fleet Marine Force organization(s):

(Full title of newly activated organization(s) - include as an enclosure if there are a number of organizations activating)

2. (*) Subject organization(s) was activated on (Actual Activation Date), at (Location). Commanding General, (Title of Activating Commander), has been requested to inform (Title of appropriate Navy Component Commander), that subject organization(s) achieved Operational Readiness on (Date).

COPY TO:

CNO
JCS
OSD

BLIND COPY TO:

AC/S, G-3 (Master Activation Files)
DC/S (Air)
Principal Staff Agencies

(*) If classified, insert classification of individual paragraphs.

DOWNGRADING INSTRUCTIONS

CLASSIFICATION

Annex C: USMC Master Activation Schedule

1. INITIATED BY: AC/S, G-3.

2. CMC APPROVED STAFF INPUT. Staffing required only when Activation Plan is modified subsequent to initial CMC approval.

3. PURPOSE. To provide the staff and field activities with a schedule enabling development of activation supporting plans.

4. SCOPE. USMC Master Activation Schedule is published as a MCO and lists the organization(s) to be activated, activation commander, activation location, activation program objectives - in the form of readiness dates, personnel staffing levels, and various unit codes used for administrative and operational reporting. In addition, the order contains general instructions for implementing and managing activation programs for FMF organizations.

5. FORMAT AND PREPARATION INSTRUCTIONS. Appendix 1 - Sample Format for USMC Master Activation Schedule.



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D C 20380

MCO 005400.____
Serial
Code
Date

(CLASSIFICATION) *(UNCLASSIFIED upon removal of tabs () through ()
of enclosure (1))

MARINE CORPS ORDER 005400.

From: Commandant of the Marine Corps
To: Distribution List

Subj: U.S. Marine Corps Master Activation Schedule

Encl: (1) USMC Master Activation Schedule
(2) LOCATOR SHEET

1. Purpose. To provide commanders with the latest planning information concerning the activation of FMF Air and Ground organizations.

2. Information

a. Tabs () through () of enclosure (1) list those FMF organizations newly activated or scheduled to be activated. Tabs are organized by "Activation Commanders" who have been or will be directed to activate units listed in applicable tabs. The activation schedule is for planning purposes only and will serve as the basic reference concerning the activation of new FMF organizations.

b. Information contained in tabs () through () of enclosure (1) is not authority for activating new units. The Commandant of the Marine Corps (Code A03_) will publish by separate directive, activation orders for specific FMF organizations.

3. Changes. Changes to enclosure (1), will be published as required. Changes will be noted by means of an asterisk (*). Organizations presently included in the activation and deployment schedule will be deleted subsequent to achievement of operational readiness and/or deployment.

4. Action. Information contained in enclosure (1) will be used for planning purposes and serve as the basic reference concerning the activation of Marine Corps FMF organizations.

Signature AC/S, G-3 by direction

DISTRIBUTION: (As required)

FMF Ground Organizations

Command responsible for activation

Both FMF commanders

MCSC, Barstow

MCSC, Albany

MCSA, Phila

DPI, CamLej

DPI, CamPen

MCASC, Kansas City

Any Marine Corps activity engaged in support

HQMC internal staffing to include HistBr

DOWNGRADING INSTRUCTIONS
(*Not required when qualified
statement is used)

Copy ____ of ____ copies

(CLASSIFICATION)

(CLASSIFICATION) (All information on this page unclassified.)

MCO 005400 _____

FMF Aviation Organizations

Air Systems Command Headquarters

NAVCOMPT

ASO P:ILA

Naval air fleet commands as appropriate
(e.g., COMANVAIRPAC)

Any Marine Corps air or ground
activity engaged in support to
include organizations listed in
FMF Ground Organizations above.

COPY TO:

BUMED (3)

BUPERS (2)

Field Branch BUMED (2)

CNO (OPA, OP100, OP94G, OP09M (1)

NavComMCmd (N33) (1)

USMC Master Activation Schedule

- Tab A - FMF Organizations Activated or to be Activated by Commanding General, FMFLant
Tab B - FMF Organizations Activated or to be Activated by Commanding General, FMFPac
Tab C - FMF Organizations Activated or to be Activated by Commanding General (designate)

1. The following definitions are provided to ensure common understanding of terms used in tabs __ through __ to this enclosure.

Activation Cadre (ACTCAD). Key command and staff personnel required to perform the command, administrative and logistical functions incident to the activation of a unit and develop required plans for the achievement of assigned activation program objectives.

Activation Cadre Reporting Date (ACRD). The date by which designated activation cadre personnel will report to the activation commander. This date should be at a minimum four weeks prior to organization activation date.

Activation Commander (ACTCMDR). An FMF or non-FMF commander designated to direct the activation of FMF organizations.

Activation Date (AD). The date on which a unit is officially organized, placed on the active troop list and commences to submit required reports.

Activation Location (AL). The geographical location at which a unit will be activated.

Activity Address Code (AC). A six position alpha/numeric code assigned to identify specific units, activities or organizations authorized to direct, ship or receive material and documentation and/or billing.

Deployment Availability Date (DAD). The date on which a unit scheduled for deployment is available for deployment. This date will normally coincide with Operational Readiness Date and is the date reported to higher Headquarters concerning deployment availability of USMC FMF organizations.

Deployment Location (DL). The geographical location to which a unit will be deployed.

Equipment and Supplies On Hand Phasing Date (ESPD). The latest date at which equipment and supplies for a specific phase in the buildup of a newly activated organization will be available to the activated organization commander.

Equipment and Supplies On Hand Readiness Date (ESRD). The latest date at which all of an organization's authorized combat essential equipment, as defined in MCO P3090.3, is to be on hand. Additionally, the date at which unit supplies and spare parts for authorized combat essential equipment are to be on hand.

Equipment Readiness Date (ERD). The latest date at which all authorized combat equipment will be operable and capable of performing designed mission.

Facilities Readiness Date (FRD). The date by which facilities will be available at the activation location to support the unit to be activated.

Initial Training Date (ITD). The latest date by which an organization will commence unit type training. This date will normally follow Personnel/Material Readiness Date by at least two weeks.

Manning Level Strength (M/L). Organization strength allocated by personnel planning data documents incorporating adjusted manpower allowances promulgated by the Commandant of the Marine Corps (A91). These figures indicate the desired manning level goal and are subject to change.

Monitored Command Code (MCC). A three-digit alpha and/or numeric code which identifies a billet, unit, or command to which assignment of personnel is controlled (monitored) by Headquarters Marine Corps. Monitoring includes, but is not limited to (1) the direct assignment to or transfer from the command or unit of personnel by this Headquarters; (2) submission of personnel status or other special personnel reports direct to this Headquarters; and (3) where necessary direct liaison between Commandant of the Marine Corps and the monitored command or command providing administrative support to the monitored command.

(CLASSIFICATION)

MCO 005400

Operational Readiness Date (ORD). The date by which a unit achieves an overall combat readiness of not less than C-2 and capable of deployment if scheduled. Two weeks at a minimum is allotted between training readiness date and operational readiness date for completion of administrative functions.

Personnel Phasing Date (PPD). The latest date by which personnel for a specific phase in the buildup of a newly activated organizations will have reported to the activation commander.

Personnel Readiness Date (PRD). The date by which a unit will have on board the number of personnel, in ranks and MOSs, allocated by personnel planning data documents provided by HQMC. Ideally, this is authorized strength supporting a Personnel Readiness Category of C-1; however, Marine Corps Manpower allocations and grade and skill restrictions may preclude the delineation of approved allowances equal to T/Os.

Reporting Unit Code (RUC). A five-digit code which is assigned as a numeric designation for personnel accounting purposes. The RUC when prefixed by an M is utilized as a Unit Identification Code.

Supply Requisitioning Code (SRC). A five-character alpha/numeric code number prefixed by "M" assigned by HQMC to supply elements authorized to requisition, issue and receive material, documentation and/or billing when no RUC is assigned.

Training Readiness Date (TRD). The date by which a unit will achieve a training category of C-1 and requires no further training prior to deployment for a combat mission.

Unit Identification Code (UIC). A six-character alpha/numeric code which uniquely identifies each U.S. Armed Forces Unit for the full period of its existence. The left most character of Marine Corps Unit Identification Codes is "M".

Unit Level Code (ULC). A code which determines the standard designation in the JCS Reporting System for the strata, echelon or point at which control or authority is concentrated.

Unit Type Code (UTC). A five-character code assigned to Marine Corps Units for identity by type within the JCS Reporting System indicating the major category by environment, sub-category, functional area, and by specific type combat capability.

2. Changes to Activation Information. Changes to activation information contained in tabs () through () of this enclosure will be indicated by an asterisk (*).

ENCLOSURE (1)
CLASSIFICATION

FMF AIR AND GROUND ORGANIZATIONS TO BE
ACTIVATED BY ACTIVATION COMMANDER

[illegible][illegible][illegible][illegible]

TAB A TO ENCLOSURE (I)
CLASSIFICATION

LOCATOR SHEET

Subj: U.S. Marine Corps Master Activation Schedule

Location:

(Indicate the location(s) of the copy(ies) of the publication)

ENCLOSURE (2)

UNCLASSIFIED

Annex D: CMC Manpower and Logistic Instructions

1. INITIATED AND COORDINATED BY:

a. Manpower - Initiated by DC/S (Manpower) and coordinated by AC/S, G-1.

b. Logistics - AC/S, G-4; DC/S (Air).

2. STAFF INPUT

a. Manpower

(1) AC/S, G-1

(2) DirPers

(3) DC/S (Air)

b. Logistics

(1) AC/S, G-4

(2) DC/S (Air)

(3) QMG

3. PURPOSE. To provide to the Activation Commander and field supporting activities specific manpower and logistic instructions and procedure required to support the impending activation of an FMF organization.

4. SCOPE. Instructions are specific; include detailed information, tasks and procedures; and provide for complete manpower and logistical support of an FMF organization to be activated.

5. FORMAT AND PREPARATION INSTRUCTIONS. As designated by initiating agency.

Annex E: CMC Activation Directive

1. INITIATED BY

a. AC/S, G-3 for FMF ground activations.

b. DC/S (Air) in coordination with the AC/S, G-3 for FMF air activations.

2. STAFF INPUT. DC/S (Air); AC/S, G-4; AC/S, G-3; AC/S, G-2; AC/S, G-4; DepDirPers; QMG; DirAdmin; DirDataSystems; FDMC; DirInfo.

3. PURPOSE. To provide the HQMC staff, designated activation commander and supporting activities with a CMC directive (Marine Corps Order) which directs the activation of a specific FMF organization.

4. SCOPE. Activation directive designates the activation commander, organization to be activated and location; assigns activation program objectives; includes instructions for activation progress reporting; delineate command relationships; includes administrative, manpower, and logistic instructions; and contains a rank/MOS summary for the activation cadre.

5. FORMAT AND PREPARATION INSTRUCTIONS

a. Appendix 1 - Sample Format for CMC Activation Directive

b. Appendix 2 - Sample Format for CMC Activation Directive (MSG)



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D. C. 20380

MCO 005400.
Serial
Code
Date

CLASSIFICATION

MARINE CORPS ORDER 005400

From: Commandant of the Marine Corps
To: Distribution List

Subj: Activation of Marine Corps FMF Organization(s) (#)

Ref: (a)

Encl: (1) LOCATOR SHEET

- Reports Required:
- I. Activation Confirmation 4b(8) (a)
 - II. Activation/Readiness Summary par 4b(8) (b)
 - III. Mailing and Shipping Address par 4b(8) (c)

- 1. (*) Purpose.
- 2. (*) Information.
- 3. (*) Concept of Activation.
- 4. (*) Action

a. (*) Commanding General (Designation) is designated as activation commander and will activate on (Date) at (Location), the following organizations:

(List organization(s)/unit(s) to be activated)

- b. (*) Coordinating Instructions

(1) Organization of Activating Organization(s)/Unit(s) (T/O Number(s)).

(2) Activation Program Objectives

(3) Operational Readiness Inspection

(4) Deployment Plans

(5) Public Affairs

(6) Classification of Activation Information

(7) Command Relationships

(8) Reports

(a) Confirm activation by message to the Commandant of the Marine Corps (Code A03B).

(*) Insert classification of individual paragraphs - on lengthy paragraphs, each sub-paragraph should also be classified separately.

(#) Insert classification of subject standing alone,

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CLASSIFICATION

CLASSIFICATION

MCO 005400

Date 25 Apr 1969

(b) Readiness and activation of units will be additionally reported in accordance with reference ().

(c) Report mailing and shipping address to CMC (Code CHE-5)

(d) Activation/readiness summary reports will be transmitted electrically during period of MINIMIZE.

5. (*) (#) Personnel/Admin

a. (*) Personnel

(1) Activation Cadre

(2) Personnel Phasing

(3) Authorized Strength

(4) Personnel Reporting Procedures

(5) Personnel Management Procedures (assignment of separate MCC)

b. (*) Administration

(1) Unit Codes

(2) Unit Diary Procedures

(3) Publications, FM, TM, SOPs, etc.

(4) Reporting of Mailing Shipping Address

(5) Historical Background on Organization Being Activated

(6) National Colors, Organizational Standard/Battle Standard, Campaign Streamers and Other Heraldic Items (Cite MCO Pl0520.3 and other appropriate orders for requisitioning instructions.)

6. (*) Logistics

a. (*) Material

(1) Activation Cadre

(2) Equipment and Supplies On Hand Phasing Date

(3) Authorized Allowances

b. (*) Requisitioning Instructions

(1) Requisitioning by HQMC

(2) Requisitioning by Activation Commander

c. (*) Organizational Colors

d. (*) Funding

e. (*) Communications

Signature DC/S (Air) or AC/S, G-3
By direction

(#) Include provision to declassify information contained in this paragraph particularly Unit Code concerned with supply and personnel management.

DISTRIBUTION:

* FMF Ground Organizations

Command responsible for activation
Both FMF commanders
MCSC, Barstow
MCSC, Albany
MCSA, Phila
DPI, CamLej
DPI, CamPen
MCASC, Kansas City
Any Marine Corps activity engaged in support
HQMCI internal staffing to include Hist Br

FMF Aviation Organizations

Air Systems Command Headquarters
NAVCOMPT
ASO PHILA
Naval air fleet commands as appropriate (e.g., COMNAVAIRPAC)
Any Marine Corps air or ground activity engaged in support to include organizations listed in FMF Ground Organizations above.

COPY TO:

BUMED (3)
BUPERS (2)
Field Branch BUMED (2)
CNO (OPA, OP100, OP94G, OP09M) (1)
NAVCOMMCMD (N33) (1)

* Activities in the printed directive are shown by activity code numbers; non-Marine Corps activities by short title and codes with addresses when needed.

LOCATOR SHEET

Subj: Activation of Marine Corps FMF Organization(s)

Location:

(Indicate the location(s) of the copy(ies) of the publication)

ENCLOSURE (1)

UNCLASSIFIED

Appendix 2 to Annex E: Sample Format for CMC Activation Directive - Message
MESSAGE-TYPE ACTIVATION DIRECTIVES SHOULD BE USED ONLY IN THOSE INSTANCES WHEN THE
USE OF A LETTER-TYPE DIRECTIVE, DUE TO PRINTING AND MAILING TIME, WILL NOT ALLOW
THE FIELD SUFFICIENT ACTION TIME.

FROM: CMC

TO: (ACTIVATION COMMANDER)

INFO: (SEE "DISTRIBUTION LIST" APPENDIX 1 TO THIS ANNEX)

(CLASSIFICATION)

MCO ____5400.____. ACTIVATION OF FMF ORGANIZATION(S)

A. (REFERENCE(S))

5. (USE LETTER(S) ONLY IF MORE THAN ONE REFERENCE IS CITED)

1. (*) (BRIEF BACKGROUND STATEMENT - IF REQUIRED)

2. (*) ACTION (TITLE OF ACTIVATION COMMANDER) IS DESIGNATED ACTIVATION COMMANDER
AND WILL ACTIVATE FOLLOWING ORGANIZATION(S) IAW DESIGNATED T/O ON (DATE) AT (LOCA-
TION) AS A SUBORDINATE UNIT OF (PARENT ORGANIZATION).

(LIST ORGANIZATION(S) AND APPROPRIATE T/O NUMBER)

3. (*) COORDINATING INSTRUCTIONS

a. (*) ACTIVATION PROGRAM OBJECTIVES (LIST APPLICABLE OBJECTIVES, DATES AND
READINESS CATEGORY OBJECTIVES).

b. (*) OPERATIONAL READINESS INSPECTION (WHEN, ETC.).

c. (*) DEPLOYMENT PLANS (NOT REQUIRED IF ORGANIZATION IS NOT SCHEDULED FOR
DEPLOYMENT).

d. (*) PUBLIC AFFAIRS (INSTRUCTIONS CONCERNING ANNOUNCEMENT OF ACTIVATION).

e. (*) CLASSIFICATION OF ACTIVATION (INCLUDE SPECIAL CLASSIFICATION INSTRU-
TION(S) - IF REQUIRED).

f. (*) COMMAND RELATIONSHIP (INCLUDE INSTRUCTIONS DELINEATING CMC/ACTIVATION
COMMANDER COMMAND RESPONSIBILITIES AND ASSIGNMENT OF ORGANIZATION TO THE OPERATIONAL
READINESS).

g. (*) REPORT (SEE PARAGRAPH 4b(8) TO APPENDIX 1 OF THIS ANNEX).

4. PERSONNEL ADMINISTRATION (SEE APPENDIX 1 TO THIS ANNEX FOR SUBPARAGRAPH TOPICS).

5. LOGISTICS (SEE APPENDIX 1 TO THIS ANNEX FOR SUBPARAGRAPH TOPICS).

INTERNAL DISTRIBUTION: (As required - insure copy is filed in AC/S,G-3/DC/S (Air)
Master Activation File.)

* INSERT CLASSIFICATION OF INDIVIDUAL PARAGRAPHS - ON LENGTHY PARAGRAPHS, EACH SUB-
PARAGRAPH SHOULD BE CLASSIFIED SEPARATELY.

CLASSIFICATION

Annex F: CMC Activation Program Progress Report

1. INITIATED BY. AC/S, G-3 for FMF organizations.
2. STAFF INPUT. DC/S (Air); AC/S, G-1; AC/S, G-3; AC/S, G-4, DepDirPers.
3. PURPOSE. To provide the Chief of Staff with an activation progress report.
4. SCOPE. Report includes information received from newly activated organizations concerning progress towards achievement of activation program objectives. Readiness report contains a graphic presentation of the progress of the activation program and identifies specific areas where reported progress is not in consonance with planned activation programs objectives. Report includes HQMC staff remedial actions and/or recommendations and is periodically reviewed by the Chief of Staff.
5. FORMAT AND PREPARATION INSTRUCTIONS. Appendix 1 - Sample Format of CMC Activation Program Progress Report.

CLASSIFICATION

CMC ACTIVATION PROGRAM PROGRESS REPORT

ACTIVATED ORGANIZATION

GENERAL PROGRESS NARRATIVE

TAB A

ACTIVATION LOCATION

MANPOWER PROGRESS NARRATIVE

TAB B

DEPLOYMENT DATE

LOGISTIC PROGRESS NARRATIVE

TAB C

ACTIVATION PROGRAM OBJECTIVES

OBJECTIVES

PLANNED/ACTUAL
DATE DATE

1. __ DEPLOYMENT AVAILABILITY DATE

2. __ OPERATIONAL READINESS DATE

3. __ OPERATIONAL INSPECTION DATE

4. __ TRAINING READINESS DATE

5. __ INITIAL TRAINING DATE

6. __ EQUIPMENT READINESS DATE

7. __ SUPPLIES AND EQUIPMENT ON
HAND READINESS DATE

8. __ PERSONNEL READINESS DATE

9. __ ACTIVATION DATE

10. __ CADRE REPORTING DATE

APPENDIX I SAMPLE FORMAT

CMC ACTIVATION PROGRAM PROGRESS REPORT

PROGRESS
PLANNED VS ACTUAL

READINESS CATEGORIES
PLANNED ACTUAL

Annex G: CMC Operational Readiness Inspection Plan

1. INITIATED AND COORDINATED BY:

a. AC/S, G-3 for FMF organizations.

2. STAFF INPUT. DC/S (Air); AC/S, G-1; AC/S, G-2; AC/S, G-3; AC/S, G-4; FDMC; DirInfo; DirAdmin; QMG; DepDirPers.

3. PURPOSE. To provide a plan for conduct of CMC Operational Readiness Inspection.

4. SCOPE. Plan includes specific information as to organization to be inspected, date of inspection, location, participating staff agencies and coordinating administrative instructions. Plan is developed in coordination with the activation commander, the HQ staff and field supporting activities.

5. FORMAT AND PREPARATION INSTRUCTIONS. Appendix 1 - Sample Format for CMC Operational Readiness Inspection Plan.

CLASSIFICATION

MEMORANDUM

From: AC/S, G-3

To: Dist List

Subj: Operational Readiness Inspection of Recently Activated FMF Organization

Ref: (a) (CMC Activation Directive)
(b)

Encl: (1)

1. Reference (a) directed (Title of Activation Commander) to activate (Title of Organization) at (Location) and included a requirement to conduct, in coordination with (Title of Activation Commander), an Operational Readiness Inspection preparatory to CMC certification of operational readiness.

2. (Title of Activation Commander), by reference (b) informed this Headquarters that subject organization is expected to achieve operational readiness by (Date). Further, he recommends that CMC Operational Readiness Inspection be conducted during the period (inclusive dates).

3. Operational Readiness Inspection Plan

a. Organization to be Inspected

b. Coordinating HQs Staff Agency

c. Date and Location of Inspection

d. HQMC Representatives

e. Information Concerning Conduct of Inspection

(1) Responsibility for HQs Agency Check Lists

(2) Preparation of Input to CMC Operational Readiness Inspection Report and date required.

f. Administrative Details

(1) Orders

(2) Transportation

(3) Departure Time Location

AC/S, G-3

DISTRIBUTION:

DC/S (Manpower)

DC/S (Air)

AC/S, G-1

AC/S, G-4

DirPers

QMG

DirAdminDiv

A03A

G-3 Master Activation File

DOWNGRADING INSTRUCTIONS

CLASSIFICATION

Annex H: CMC Operational Readiness Inspection Report

1. INITIATED BY

a. AC/S, G-3 for FMF organizations.

2. STAFF INPUT. DC/S (Air); AC/S, G-1; AC/S, G-2; AC/S, G-3; AC/S, G-4; FDMC; DirAdmin; QMGMC; DepDirPers.

3. PURPOSE. To provide the Chief of Staff with a report on the operational readiness status of a newly activated FMF organization.

4. SCOPE. Operational Readiness Inspection Report is developed by representatives of the HQMC staff in coordination with the activation commander and pursuant to a readiness inspection of a newly activated organization conducted on or about the assigned Operational Readiness Date. Report includes specific analysis of administration, manpower, logistic, and training status. Report contains deficiencies and corrective action required and includes a specific recommendation as to the date CMC should certify the organization as operationally ready and available for assignment to the Operating Forces of the Navy.

5. FORMAT AND PREPARATION INSTRUCTIONS. Appendix 1 - Sample Format for CMC Operational Readiness Inspection Report.

CLASSIFICATION

From: Assistant Chief of Staff, G-3

To: Commandant of the Marine Corps

Subj: Operational Readiness Inspection Report on (Title of Organization)

Ref: (a) (CMC Activation Directive)
(b) (CMC Operational Readiness Inspection Plan)Encl: (1) Admin Status
(2) Manpower Status
(3) Logistic Status
(4) Training Status
(5) Proposed CMC Msg to Activation Commander Certifying Operational Readiness
(6) Proposed CMC Memo to SecNav Concerning Achievement of Operational Readiness

1. Reference (a) directed the activation of subject organization. Reference (b) directed the inspection of that organization preparatory to certifying achievement of operational readiness.

2. Representatives of this Headquarters in coordination with the Activation Commander (Title of Activation Commander), inspected (Title of Organization) on (Date) at (Location). The report of the specific analysis of administration, manpower, logistic and training status is contained in enclosures (1) through (4).

3. Inspection Summarya. Activation Program Objectives

<u>Objectives</u>	<u>Planned Achievement Date</u>	<u>Actual Achievement Date</u>	<u>Planned Readiness Objective</u>	<u>As of (Date) Readiness Category</u>

b. Administrative Status. (Details at enclosure (1)).c. Manpower Status. (Details at enclosure (2)).d. Logistic Status. (Details at enclosure (3)).e. Training Status. (Details at enclosure (4)).4. Recommendations

a. That subject organization be certified as having achieved operational readiness, effective (date).

b. That CMC msg, at enclosure (5) to (Activation Commander), certifying achievement of operational readiness be released.

c. That CMC memo at enclosure (6) to SecNav informing him of (Title of Organization) achievement of operational readiness be signed.

AC/S, G-3

APPROVED

DISAPPROVED

4a

4b

4c

DOWNGRADING INSTRUCTIONS

CLASSIFICATION

CLASSIFICATION

Subj: Operational Readiness Inspection Report on (Title of Organization)

COPY TO:

DC/S (Manpower)

DC/S (Air)

AC/S, G-1

AC/S, G-4

DirPers

QMG

A03H

G-3 Master Activation File

(Make internal HQ distribution subsequent to signature - insure copy is filed in AC/S, G-3/
DC/S (Air) Master Activation File.)

Annex I: CMC Certification of Operational Readiness

1. INITIATED BY. AC/S, G-3 for FMF organizations.
2. STAFF INPUT. DC/S (Air); AC/S, G-1; AC/S, G-3; AC/S, G-4; DepDirPers.
3. PURPOSE. To certify a newly activated organization as having achieved operational readiness.
4. SCOPE. Contains the specific date that a newly activated organization will be reported by the activation commander as available for assignment to the Operating Forces of the Navy, and includes those administrative, personnel and logistic instructions required incident to assignment to the Operating Forces of the Navy.
5. FORMAT AND PREPARATION INSTRUCTIONS. Appendix 1 - Sample Format for CMC Certification of Operational Readiness.

FROM: CMC

TO: (ACTIVATION COMMANDER)

INFO:

(CLASSIFICATION)

OPERATIONAL READINESS (TITLE OF NEWLY ACTIVATED ORGANIZATION(S)).

A. (CMC ACTIVATION DIRECTIVE).

B. (CMC OPERATIONAL READINESS INSPECTION DIRECTIVE).

C. (JCS READINESS REPORTING INSTRUCTIONS).

1. REF A DIRECTED ACTIVATION OF SUBJECT ORGANIZATION(S).

2. REF B DIRECTED OPERATIONAL READINESS INSPECTION OF SUBJ ORGANIZATION(S) PREPARATORY TO ASSIGNMENT OF NEWLY ACTIVATED ORGANIZATION TO THE OPERATING FORCE OF THE NAVY.

3. ACTION. (ACTIVATION COMMANDER).

A. ON (DATE) INFORM (TITLE OF APPROPRIATE NAVY COMPONENT COMMANDER) THAT NEWLY ACTIVATED ORGANIZATION (TITLE OF ORGANIZATION) HAS ACHIEVED OPERATIONAL READINESS.

B. DIRECT SUBJECT UNIT TO REPORT READINESS IAW WITH REF C.

4. ADMIN/PERSONNEL INSTRUCTIONS.

5. LOGISTIC INSTRUCTIONS.

INTERNAL DISTRIBUTION: (As required - insure copy is filed in AC/S, G-3/DC/S (Air)
Master Activation File)

CLASSIFICATION

PART B

CHAPTER 1

SECTION C

HQMC STAFF AGENCIES ACTIVATION INSTRUCTIONS AND
PROCEDURES

1. GENERAL. This section contains the HQMC staff agency instructions and procedures for planning, directing, managing and terminating the activation program for FMF air and ground organizations. Also included is an activation program check-off list for each staff agency.

2. INSTRUCTIONS AND PROCEDURES. HQMC staff agency instructions, procedures and activation program check-off list are in the following annexes:

<u>Agency</u>	<u>Annex</u>	<u>Page</u>
DC/S (Air)	J	J-1
DC/S (Manpower)	K	K-1
AC/S, G-2	L	L-1
AC/S, G-3	M	M-1
AC/S, G-4	N	N-1
FDMC	O	O-1
DirDataSysDiv	P	P-1
QMG	Q	Q-1

Annex J: Deputy Chief of Staff (Air) Instructions and Procedures for Activation of FMF Organizations

1. GENERAL

a. The Deputy Chief of Staff (Air) is charged with developing the overall plan for Marine Corps Aviation. When this plan is approved by the Commandant, its execution is then monitored by this officer. Each of the branches within Deputy Chief of Staff (Air) has an OP Number which identifies it with the Office of the Chief of Naval Operations as well as a code which identifies it as part of the Office of Deputy Chief of Staff (Air) on the Commandant's Staff. The responsibilities of the Deputy Chief of Staff (Air) cover all phases of activation, deactivation and redesignation of FMF and non-FMF aviation units. In carrying out these responsibilities, the branches of the Deputy Chief of Staff (Air) coordinate their actions with other members of the Commandant's Staff and the Chief of Naval Operations' Staff as required.

b. DC/S (Air) develops in coordination with other members of the Commandant's Staff the requirements for numbers of units, designation and place of activation. This action initiates the Activation Plan which is developed in coordination with the AC/S, G-3. Action by the branches of DC/S (Air) commences with this planning phase and continues through the terminating phase.

2. INSTRUCTIONS AND PROCEDURES

a. Planning Phase

(1) Code AAP

(a) Determine number and types of units required based on guidance received from the JCS, CMC or as developed in the programs cycle by AAP.

(b) In coordination with AC/S, G-3 ensure that activation requirements are contained in the CMC Activation Plan and the USMC Master Activation Schedule.

(c) Ensure that administrative plans for the activations are adequate. Div Data Systems (Code AP/3) provides the UIC and MCC. Administrative Division (Code ABP) provides for publication and distribution of activation directives and distribution of publications to new units. JCS reporting codes are obtained from MCO P3000.2B.

(d) Revalidate Activation Plan to determine continued supportability and in coordination with the AC/S, G-3, make changes approved by the Chief of Staff, as required prior to directing activation.

(2) Code AAZ

(a) Determine the personnel requirements to activate new units, and, if scheduled to deploy, the supporting base required.

(b) Develop activation cadres by rank and MOS for each unit and provide to AAP and to AC/S, G-1.

(c) Prepare T/Os if required for new type unit.

(d) Advise AC/S, G-1 (Code A01) and DepDirPers (Code DF) of personnel requirements by location and date required to report.

(e) Prepare a plan for training of officer and enlisted personnel in coordination with AC/S, G-3 and CNO as appropriate.

(f) In coordination with AC/S, G-1 and Personnel Department, provide personnel readiness date.

(3) Code AAJ

(a) Furnish UIC for new units from Navy Comptroller Manual.

(b) Determine if adequate facilities exist to support activations and recommend alternate sites if required.

(c) Plan for provision of Navy furnished support equipment and supplies.

(d) Coordinate with AC/S, G-4 in development of T/A and T/E if required for new type unit.

(e) In coordination with AC/S, G-4, Supply and Fiscal Director, provide materiel readiness date to AAP.

(4) Code AAM

(a) Provide input to Code AAP in all areas of personnel, equipment and training readiness for activation of aviation command, control and communications units.

b. Directing Phase

(1) Code AAP

(a) Utilizing input from other DC/S (Air) branches AAP drafts an activation directive. This directive is staffed to all branches of DC/S (Air) and departments of HQMC which have made input to the activation plan or which can be expected to take action required by the activation directive.

(b) After staff inputs have been incorporated into the CMC Activation Directive, monitor publication and distribution.

c. Managing Phase

(1) Code AAP

(a) In coordination with AAP, the AC/S, G-3 monitors and analyzes data received from the activating commander and supporting activities.

(b) Recommends remedial actions if readiness schedule is not being met or adjustments of the schedule are required.

(2) Code AAZ. In coordination with AC/S, G-3 monitors progress of units toward meeting personnel readiness dates and recommends remedial action if not being met.

(3) Code AAJ. In coordination with the AC/S, G-3 monitors progress of units toward meeting materiel readiness dates and recommends remedial action if not being met.

(4) DC/S (Air)

(a) The AC/S, G-3 will provide personnel, materiel, and training readiness, identified deficiencies and remedial actions taken or recommended in the activation commander and a recommended date for certifying achievement of operational readiness.

d. Terminating Phase

(1) Code AAP

(a) Provide AC/S, G-3 information for preparation of CMC Activation Memorandum informing SecNav, CNO and the JCS that a newly activated FMF organization has achieved operational readiness and is available for assignment to the Operating Forces of the Navy.

(b) If the unit is scheduled to deploy, monitors preparation of the unit for deployment until in place at new location in coordination with AC/S, G-3.

3. DEPUTY CHIEF OF STAFF (AIR) ACTIVATION CHECK-LIST

a. <u>Planning Phase</u>	<u>Coordinator</u>	<u>Contributor</u>
(1) Determine number and types of units required	AAP	G-3, AAC, AT
(2) Develop USMC Master Activation Schedule	G-3	AAP, AAJ, ^{HD?} AAZ
(3) Provide info to AC/S, G-3 for preparation of CMC Activation Memorandum	AAP	[?] HD
(4) Prepare administrative input for Activation Directive	AAP	ABP, AP/3
(5) Determine personnel requirements to activate new units	AAZ	G-1, DepDir Pers
(6) Develop activation cadres by rank and MOS for each unit	AAZ	AAP
(7) Prepare for training of officer and enlisted personnel in coordination with AC/S, G-3 and CNO	AAZ	G-1, DF
(8) Develops personnel readiness dates	AAZ	G-1, DF
(9) Provide UIC from Navy Comptroller Manual	AAJ	
(10) Determine if adequate facilities exist to support activations	AAJ	QMG
(11) Develop T/E T/A	AAJ	G-4
(12) Revalidate CMC Activation Plan prior to issuing Activating Directive	AAP	ALL

	<u>Coordinator</u>	<u>Contributor</u>
b. <u>Directing Phase</u>		
(1) Draft activating Directive, determine addressees, staff activating Directive	AAP	ALL
(2) Monitor publication and distribution of directive	AAP	ABP
c. <u>Managing Phase</u>		
(1) Monitor and analyze data from AC/S, G-3 to determine progress	AAP	G-3
(2) Recommend remedial action if readiness schedule is not being met	AAP	AAZ, AAJ
(3) Recommend issuing a certification of operational readiness	AAP	Activating Commander
d. <u>Terminating Phase.</u> Provide info to AC/S, G-3 for CMC Memorandum informing SecNav, CNO and JCS that an FMF organization is available for assignment to operating forces	AAP	G-3

Annex K: DC/S (Manpower) Instructions and Procedures for
Activation of FMF Organization

1. GENERAL: As noted throughout this SOP, the DC/S (Manpower) initiates all the major manpower actions. The office of the DC/S (Manpower) is not staffed to maintain detailed control of the planning, directing and managing of these activities. These responsibilities are, therefore, delegated to the AC/S, G-1 and the DepDirPers who periodically report progress and problem areas to the DC/S (Manpower).

2. INSTRUCTIONS AND PROCEDURES

a. Appendix 1 G-1 Division Instructions and Procedures for Activation of FMF Organizations.

b. Appendix 2 Personnel Department Instructions and Procedures for Activation of FMF Organizations.

Appendix 1: G-1 Division Instructions and Procedures for
Activation of FMF Organizations

1. GENERAL

a. The G-1 Division is primarily concerned with planning and directing the manpower portion of the activation program. It is essential that planning be precise since the Marine Corps retains no manpower reserve or unallocated manpower resources. Procedures will necessarily vary for each activating unit depending upon its size, activation date, deployment requirements, and type organization.

(1) Size - Units larger than battalions/squadrons will normally be separated into component elements to facilitate definitive planning and directing. Activation of these separate components will usually require phasing to reduce the impact upon Marine Corps manpower resources and to alleviate administrative burdens.

(2) Activation Date - The time available to procure, train, and promote the necessary manpower resources for a unit prior to activation determines drawdown requirements on other Marine Corps units. Some drawdown on other organizations will always be necessary in the grades of sergeant/above since it would be impractical to plan activations with sufficient lead time to promote to the additional requirement in these grades.

(3) Deployment Requirements - If the activating unit will be deploying, the criteria for the required personnel will reduce resources otherwise available for assignment to the unit. Furthermore, if it can be reasonably expected that the unit will engage in combat, an additional reduction in assignable resources will be realized.

(4) Type Organization - The greater the technical skill requirements for the manpower resources to be invested in an activating unit, the greater the planning problems. Since these skills require long training and usually have low retention rates, the resources are normally in relatively short supply.

b. The World Wide Distribution Model is an important planning tool for manpower resources. This automated presentation provides the projected status of skills and grades in which manpower problems exist. In addition, it cites a recommended percentage of these skills for Marine Corps organizations after a determination of priorities has been made. Effects of an activation on problem manpower resources for other Marine Corps organizations are immediately presented.

c. The Deputy Director of Personnel, Military Occupational Specialty Specialists and Table of Organization Sponsors are an integral part of manpower planning at HQMC. These agencies should be notified immediately of planned activations and consulted concerning any problems relative to the skills involved.

2. INSTRUCTIONS AND PROCEDURES

a. Planning Phase. Detailed manpower planning for an activating unit begins with the receipt of the requirement for AC/S, G-1 input to the CMC Activation Plan. Specific activation manpower information (guidance, policies, and objectives) must be developed in conjunction with determination of supportability.

(1) Input to the CMC Activation Plan.

(a) Assign or designate a Table of Organization Number for the unit. If the unit is a temporary organization or task organized for a specific mission and not within the normal organization structure of the Marine Corps, a Table of Organization Number will be assigned on a temporary basis (A01E coordinate with AC/S, G-3, DC/S (Air) and AC/S, G-4 for T/E implications).

(b) Assign a monitored command code (MCC) if one is required. (A01E coordinate with DirPers for requirement and Director, Data Systems for assignment.)

(c) Assign a Five Year Defense Plan (FYDP) program element number for correlation and posting of the activating unit (A01E and A01C).

(d) Initiate detailed supportability studies (A01B, A01C, A01E, A01G). (Coordinate with DepDirPers.)

(2) The following procedures should be used if the size and/or skill requirements of the activation will have a deleterious effect on other Marine Corps organization:

(a) Obtain Troop List from AC/S, G-3 and/or DC/S (Air). (A01E)

(b) Determine urgency of the activation in relation to the time element. If the time until activation will be relatively short, supportability studies might require examination/recommendations of a complex and drastic nature; i.e., temporary "cadreing" of other FMF units, drawdown on the personnel readiness posture of other FMF units, etc. (A01E)

(c) Delineate criteria for personnel assignment; i.e., EAS, age, etc. (A01C)

(d) Conduct analysis of the grade, MOS and training requirements versus projected assets. (A01B - furnish availability data from the Distribution Model and other statistical data; A01C - identify enlisted problem skills; A01E - furnish requirements; A01G - identify officer problem skills) (coordination with AC/S, G-3, DepDirPers, MOS Specialists and T/O Sponsors).

(3) Resultant data from actions (b), (c), and (d) above will indicate problem skills and grades. Input for the World Wide Distribution Model should be obtained through the following procedure:

(a) Initial assignment of a priority to the activating unit in relation to other Marine Corps organizations must be accomplished. This priority will determine the percentage of fill the unit will receive of the problem skills and grades. The Manpower Coordinating Working Group will assign this initial priority. (A01E)

(b) Staffing of priority recommendation and effect of the recommendation to MOS Specialists, T/O Sponsor, AC/S, G-3 and DC/S (Air) with MOS and grade substitution recommendations. (A01E)

(c) Forwarding of resulting staff action on priority determination to the AC/S, G-3 for transmittal to the Chief of Staff for approval. (A01E)

(4) Establish a Personnel Readiness Date (PRD). The supportability studies will have determined the most favorable time requirement for personnel readiness balanced against the urgency of the activation. Establishment of the PRD means that the unit will be in a C2 personnel readiness posture on that date. Coordination with AC/S, G-3, DirPers and AC/S, G-4 representatives is necessary to correlate the Personnel Readiness Date with Material Readiness and Operational Readiness Dates. (A01E)

(5) Provide tentative rank/MOS summary for the Activation Cadre and the date (normally PRD-3 months) when the cadre will be prepared to receive incoming personnel. (A01E in coordination with DirPers, DC/S (Air) and AC/S, G-3.)

(6) Determine the support required from other organizations during the activation and request this support through the AC/S, G-3. The support requirement should be specifically stated in the Activation Plan. (A01E)

b. Directing Phase

(1) Upon approval by CMC of the Activation Plan, the personnel requirements for the activating unit will be incorporated into the appropriate end-year requirements document (Grade Adjustment Recap published semiannually). The AC/S, G-3 will be notified immediately of the number, grade and skill requirements for the unit to allow proper scheduling of training. If a numerical and grade end-year strength increase has not been authorized for the activation of the unit, a recommended compensatory reduction in training requirement for other skills will also be forwarded to the AC/S, G-3. (A01E)

(2) At PRD minus six months, a numerical grade and skill requirement for the activating unit will be forwarded to DirPers. The recommended fill for all grades and skills obtained from the World Wide Distribution Model and policies concerning personnel criteria will be included. This will be considered the primary staffing document for the unit since all projected shortages will have been approved by the Chief of Staff. (A01E)

(3) A rank and MOS summary for the Activation Cadre will be forwarded to DirPers. (A01E)

(4) Definite bimonthly staffing goals will be established for phasing the reporting of personnel. These goals will consist of number, skill and grade breakdowns. Establishment of these goals will allow definitive monitoring of the personnel buildup. (A01C, A01E, and DirPers)

(5) The approved personnel distribution will be forwarded to the unit commander. (A01E)

c. Managing and Terminating Phase. The major responsibilities of the AC/S, G-1 for the activation of units terminate with the directing phase since the DepDirPers is primarily responsible for the managing phase. As indicated in Figure 1, however, the AC/S, G-1 will monitor and analyze progress reports and coordinate with DepDirPers on other activities during the managing phase. Manpower problems requiring further guidance, policy determination or changes in Activation Plans and/or Schedules will be forwarded to the AC/S, G-1 for resolution. These which cannot be resolved by the AC/S, G-1 will be forwarded to the DC/S (Manpower) for decision.

3. G-1 ACTIVATION CHECK-LIST

Minimum

<u>Days Req'd</u>	<u>Input to the CMC Activation Plan</u>	<u>Action Agency</u>
+3	a. Determine Troop List from AC/S, G-3 and assign T/O numbers	A01E (Op For)
+9	b. Initial rough grade and MOS summary	A01E (Op For)
+15	c. Estimates of Supportability	
	(1) Officer Manpower	A01G
	(2) Enlisted Manpower	A01C
	(3) Rotation Base	A01E (Op For)
	(4) Skill Resources	A01E (Op For)
+18	d. Establish Tentative Priority PRD and MCC	MprCoordWkGrp
+18	e. Establish Tentative FYDP Program Element	A01E (Alloc)
+21	f. Input to WWDM	MprCoordWkGrp
+28	g. Effects of Planned Activation to AC/S, G-3 for approval by C/S	A01E
+30	h. Establish Firm PRD	A01E (Op For)
+30	i. Determine Rank/MOS Summary for Activation Cadre	A01E (Op For)
+30	j. State Support Requirements to AC/S, G-3	A01E (Op For)
<u>Upon Approval of CMC Activation Plan</u>		
+40	a. Adjust End-FY Requirements	A01E (DataSvc)
+42	b. Adjusted Requirement to AC/S, G-3	A01E (DataSvc)
+45	c. Compensatory Skill Reductions to AC/S, G-3	A01E (Op For)

<u>Minimum Days Req'd</u>	<u>Upon Approval of CMC Activation Plan</u>	<u>Action Agency</u>
+50	d. Input to WWDM for Fill Determination	MprCoordWkGrp
+60	e. Rank/MOS Summary for Cadre to DirPers	A01E (Op For)
+60	f. Bi-monthly staffing goals (commencing with PRD-3 Months)	A01E
+60	g. Inform Unit CO of Personnel Distribution	A01E

During Activation

- | | |
|--|---------------------|
| a. Monitor Activation Progress
Reports | |
| b. Provide guidance, policy,
and/or recommend changes | A01E, A01C,
A01G |

Appendix 2: Personnel Department Instructions and Procedures for Activation of FMF Organizations

1. GENERAL

a. The Personnel Department is primarily responsible for the assignment of personnel to the unit being activated in accordance with Manpower plans, policies and guidance provided by the Assistant Chief of Staff, G-1. Annex K contains the instructions and procedures to be followed by the G-1 Division in developing these plans, policies and guidance.

b. It is of extreme importance that the Personnel Department participate in the planning, directing and managing phases so that personnel with the required ranks and skills will be ordered into the unit at the proper time with a minimum hardship on individuals and units.

2. INSTRUCTIONS AND PROCEDURES

a. Planning Phase. The responsibilities of the Personnel Department during the planning phase will be to provide inputs, as requested, to agencies having primary responsibility for the planning and to review the plans to insure the Personnel Department can carry out the actions assigned in the plans.

b. Directing Phase

(1) At PRD minus six months the Personnel Department will receive the following from the Assistant Chief of Staff, G-1.

(a) Numerical rank and MOS requirement for the activating unit and Personnel Phasing Dates.

(b) A rank and MOS summary for the Activation Cadre and Activation Cadre Reporting Date.

(2) Having participated in, monitored and reviewed the details of the activation plan during the planning phase, Personnel Department action officers (DFA/DFB5) will already have coordinated the requirements with the Distribution Unit and Control Units responsible for assigning individuals to the activating unit.

(3) The Distribution Unit and Control Units will assign individuals of the required rank and MOS to the activating unit in accordance with the personnel phasing dates and activation Cadre Reporting Dates.

c. Managing Phase

(1) Distribution and Control Units will report any problems requiring further guidance, policy determination or changes in the activation plans to DFA/DFB5. DFA/DFB5 will coordinate the resolution of any problems with Assistant Chief of Staff, G-1 Action Officers.

(2) DFA/DFB5 will prepare inputs, as requested, to the Assistant Chief of Staff, G-1, for the Manpower portion of the Chief of Staff Activation Program Progress Report.

(3) The Personnel Department (DFA/DFB5) will participate, as requested, in the planning, execution and reporting of the Operational Readiness Inspection.

d. Terminating Phase. The Personnel Department does not envision any responsibilities during this phase.

3. PERSONNEL DEPARTMENT ACTIVATION CHECK-LIST

a. <u>Planning Phase</u>	<u>Coord</u>	<u>Contribution</u>
(1) Conduct rank and MOS Supportability Studies	A01	DFA/DFB5
(2) Establish Personnel Readiness Dates	A01	DFA/DFB5
(3) Establish Activation Cadre Reporting Date	A01	DFA/DFB5
(4) Establish Personnel Phasing Dates	A01	DFA/DFB5

(a) Insure that an appropriate distribution of NCO's to non-rated personnel is provided each unit in each personnel phase of the activation.

(b) Insure that Bureau of Medicine and Surgery is requested as early as possible to provide required medical and dental personnel at the date specified.

b. Directing Phase

(1) Submit inputs to the Manpower portion of the Activation Directive.	A01	DFA/DFB5
--	-----	----------

CoordContribution

(a) Insure that individual units within a common command, having the same PRD, and located in the same locality are assigned the same Monitored Command Code.

(b) Insure that the Activation Directive provides for adequate personnel status reports including critical shortages.

(c) Insure that instructions to the newly activated unit include directing that an ADTAKE, info CMC, message be sent to the losing command when by-date for personnel to report has passed.

(2) Upon receipt of Personnel requirements, Personnel Phasing Dates and Activation Cadre Reporting Date from Assistant Chief of Staff, G-1, assign personnel of required rank and MOS to report at required time.

DFA/DFB5

Distribution
and Control
Units

(a) Insure that large groups of personnel are ordered to report in increments staggered over a 3-4 day period.

(b) Insure that PCS orders on individuals indicate to which phase or cadre the man is ordered and that an advance copy of these orders is forwarded to the receiving command.

c. Managing Phase

(1) Report Manpower problems to Assistant Chief of Staff, G-1, for resolution

DFA/DFB5

Distribution
and Control
Units

	<u>Coord</u>	<u>Contribution</u>
(2) Monitor and analyze Manpower portion of Activation Program Progress Report and develop input to progress report.	A01	DFA/DFB5
(3) Plan, conduct and report on the Manpower portion of the Operational Readiness Report.	A01	DFA/DFB5

Annex L: G-2 Division Instructions and Procedures for
Activation of FMF Organizations

1. INSTRUCTIONS AND PROCEDURES

a. Clearance guidance contained in MCO 5521.3C, Personnel Security Clearance and Access and OpNavInst 5510.1C, Security Manual for Classified Information.

b. Map, Chart and Photograph procurement guidance contained in SOP for Intelligence, FMFLant/FMFPac.

2. G-2 DIVISION ACTIVATION CHECK-LIST

a. Upon notification of plans to activate an ITT/Interp Tm, coordinate with DF to determine availability of trained personnel for input to the teams.

(1) Coordinate with A03C to ensure school quotas are available to meet input requirements.

(2) Arrange with APB to have dictionaries and similar publications in appropriate languages sent to the Teams upon achievement of PRD.

(3) Monitor the progress of the activation.

b. Actions to be accomplished for activation of Special Security Communications Teams (SSCT) (T/O 4732) in FMF ground and wing organizations.

(1) AC/S, G-3 issues orders to activate the organizations and directs requirements for personnel and equipment be provided appropriate staff sections.

(2) For divisions and wings, AC/S, G-2 recommends to the AC/S, G-1 that the number and type personnel listed in T/O M-4732 be included in the organizational structure.

(3) For divisions and wings AC/S, G-2 recommends to the AC/S, G-4 that the amount and type of equipment listed in the T/E M-4732 be provided the new organization.

(4) The AC/S, G-2, will monitor the progress of activation and status of personnel and equipment readiness.

(5) The AC/S, G-2 will coordinate with CNO (NIC-12) to insure matters of mutual concern, relative to this activation are resolved.

(6) The AC/S, G-2 will advise the AC/S, G-3 when the SSCT has achieved complete operational readiness.

c. Activation of CI Teams.

(1) Coordinate personnel assignments with the Personnel Department in order to insure that an appropriate number and mix of technically qualified counterintelligence personnel are assigned to the CI Team.

(2) Be prepared to respond to correspondence requesting credentials and civilian clothing allowances.

(3) Insure new teams are on distribution lists for appropriate CI publications and directives.

(4) Monitor the progress of activation in order to be cognizant of any specific counterintelligence problems that may arise.

Annex M: G-3 Division Instructions and Procedures for
Activation of FMF Organizations

1. GENERAL

a. The AC/S, G-3 is assigned primary responsibility for initiating and coordinating the planning, directing, managing and terminating of activation programs for FMF ground organizations.

b. The activation of an FMF ground organization will be either in response to the MC Troop and Organization Program Document, HQO P005400, or in response to a world situation requiring immediate activation of additional FMF Organizations.

c. The following paragraphs assign G-3 Division Activation Program Responsibilities, contain instructions and procedures and provide a G-3 Activation Program Checklist.

2. RESPONSIBILITIES

a. A03B. Assigned primary responsibility for initiating and coordinating activation programs for FMF ground organizations to include preparation of the following procedural documents:

(1) Activation Plan

(2) CMC Activation Memorandum (Report of Impending Activation to SecNav)

(3) USMC Master Activation Schedule

(4) CMC Activation Directive

b. A03H. Assumes responsibility for activation program for FMF ground organizations, subsequent to Activation Date, to include preparation of the following procedural documents:

(1) Chief of Staff's Activation Progress Report

(2) Operational Readiness Inspection Plan

(3) Chief of Staff's Operational Readiness Inspection Report

(4) CMC Activation Memorandum (Report of Achievement of Operational Readiness)

c. A03D. Prepares for inclusion in CMC Activation Directive (Air and Ground) historical background on the organizations to be activated.

3. G-3 ACTIVATION CHECK-LIST

a. Planning Phase

(1) Preparation of CMC Activation Plan. (See Part B, Chapter 1, Section B, Annex A.)

(a) Determine Organization to be Activated. (Troop and Organization Program Document or specific plan developed to meet critical world situation. Ensure that document or extract authorizing activation is made a permanent part of AC/S, G-3 Master Activation File.)

(b) Determine Title of Organization/Unit to be Activated. (Historical Branch maintains listing of MC Organization/Unit Titles for use when titling an Organization/Unit to be activated.)

(c) Determine Activation Location

(d) Determine Activation Commander

(e) Determine Command Relationships

1. CMC and Activation Commander

2. Activation Commander and Supporting

Activities

3. FMF Commander to Receive Activated

Organization

4. Passage of Command

(f) Determine Deployment Requirements

1. Deployment Area Closure Date

2. Deployment Availability Date

3. Deployment Authority

(g) Determine Program and Readiness Objectives

1. Activating Program Objectives, Figure 3, includes a listing of definitions and primary staff responsibility for developing and coordinating achievement. Figure 4, depicts the scheduling of those objectives. Initial staffing of Activation Plan should include not only those Activation Program Objectives developed by the G-3, but also recommended dates for concurrence by the AC/S, G-1 and AC/S, G-4.

2. Readiness Objectives, in the form of "C" Readiness Categories, are established for the following Activation Program Objectives:

- a. Equipment and Supplies on Hand Readiness
- b. Equipment Readiness
- c. Personnel Readiness
- d. Training Readiness
- e. Operational Readiness (Overall rating)

(h) Determine Activation Cadre Personnel and Material Requirements

1. Personnel

- a. Rank and MOS Summary Billet Line and Description.
- b. Reporting Procedures (Cadre Personnel Orders should read for duty with the Organization/Unit to be activated.)

2. Material

- a. Publications (T/Os, T/Es, FMs, TMs, Marine Corps Directives, SOPs, etc.)
- b. Equipment (Equipment and supplies required to initiate and manage personnel and logistics requirements.)

(i) Determine Activation Commanders' Personnel and Materiel Augmentation Requirements. (Activation Commanders' views should be acquired and included, as appropriate.)

1. Personnel

a. Rank and MOS Summary

b. Utilization of HQMC Located Personnel

2. Materials

a. Publications (T/Os, T/Es, FM, TM, Marine Corps Directives, SOP, etc.)

b. Equipment (Additional equipment and supplies)

(j) Determine Activation Progress Reporting Requirements

1. Readiness Reporting Requirements

2. CMC Activation Progress Report Requirements

(k) Determine Operational Readiness Inspection Requirements

(2) Preparation of CMC Activation Memorandum. (See Part B, Chapter 1, Section B, Annex B.)

(3) Preparation of USMC Master Activation Schedule. (See Part B, Chapter 1, Section C, Annex C.)

(4) Revalidation of CMC Activation Plan. Prior to developing CMC Activation Directive, revalidation of CMC Activation Plan is initiated to ensure that the contents of the plan are supportable or changes to the plan are made prior to promulgation of CMC Activation Directive. Changes recommended by the Headquarters Staff will require Chief of Staff's approval.

b. Directing Phase. Preparation of CMC Activation Directive. (See Part B, Chapter 1, Section B, Annex E.)

c. Managing Phase

(1) Preparation of CMC Activation Program Progress Report. (See Part B, Chapter 1, Section B, Annex F.)

(2) Preparation of Operational Readiness Inspection Plan. (See Part B, Chapter 1, Section B, Annex G.)

(3) Preparation of CMC Operational Readiness Inspection Report. (See Part B, Chapter 1, Section B, Annex H.)

d. Terminating Phase. Preparation of CMC Certification of Operational Readiness. (See Part B, Chapter 1, Section B, Annex I.)

Annex N: G-4 Division Instructions and Procedures for
Activation of FMF Organizations

1. GENERAL. The Assistant Chief of Staff, G-4 is responsible for the development of the overall logistic plans for the entire Marine Corps and for the implementation and monitoring of these plans subsequent to approval by the Commandant of the Marine Corps. The responsibilities of the Assistant Chief of Staff, G-4 extend to cover all logistic aspects of the activation, deactivation and redesignation of all FMF and non-FMF Marine Corps units. In executing this responsibility, the branches of the G-4 Division coordinate actions as necessary with other members of the Commandants' staff as well as with appropriate staffs of the Chief of Naval Operations and the Secretary of the Navy.

2. INSTRUCTIONS AND PROCEDURES

a. Planning Phase

(1) The Marine Corps does not normally have extra materiel, equipment, and facilities held in inventory and available for the purpose of activation of new units. Decisions as to the logistic actions to be taken will of necessity be based on the agencies at the time of activation. However, proper prior planning will help to insure the success of the operation. A balanced plan is desired wherein all possible courses of action are examined and evaluated in light of the urgency of need of the unit being activated and the effect each action will have on the logistic support for the in-being forces. The checklist included in paragraph 3 below is not intended to be all inclusive or cover every possible action which may be required during an activation in the areas of facilities, materiel, equipment, transportation and communications. However, the major aspects of each area are covered. It is expected that specific detailed plans will develop during the actual preparation for activation based on the unit size and type, the activation date, deployment requirements and any other pertinent factors which exist at that time.

b. Directing Phase. During the directing phase, action is taken to publish information, guidance and plans which were developed during the planning phase to the units or staffs concerned.

c. Managing Phase. During the managing phase of activation, the Assistant Chief of Staff, G-4 monitors the progress of the activation through inspections of the unit and evaluation materiel readiness reports. In those areas where progress is falling short of expectations, pressure is brought to bear through timely staff action to correct the deficiencies.

d. Terminating Phase. Beyond ensuring that the loop is closed on all actions pertaining to the activation, nothing is anticipated as a staff action by the Assistant Chief of Staff, G-4 during the termination phase. Although not an actual part of the activation, it is planned that during the termination phase a post-activation study will be conducted to evaluate the operation to improve plans for future activations.

3. ASSISTANT CHIEF OF STAFF, G-4 ACTIVATION CHECK-LIST

a. <u>Planning Phase</u>	<u>Coord</u>	<u>Contribution</u>
(1) Receipt of Warning Order	A04J	G-3
(a) Determine scope of logistic actions required.		
(2) Schedule Inter-and Intra-Staff meetings for exchange of information with logistical implications.	A04J	All staff sections
(3) Establish Materiel Readiness Date consistent with personnel readiness date and realistic when compared to activation date.	A04J	QMG, Air G-1, Pers
(4) Based on the then current situation, make a determination as to:	A04J	QMG, DMCR Air
(a) Use of PWR stocks		
(b) Use of materiel and equipment in the hands of MC Reserve units		
(c) Use of materiel and equipment of nondeployed active force units		
(d) Force Activity Designator (FAD) to be assigned		

	<u>Coord</u>	<u>Contribution</u>
(e) Assignment of activity address codes (AC) for requisitioning of materiel		
(5) Establish stock levels to be attained for operating level, safety level, and mount-out	A04J	QMG
(6) Establish concept for supply pipeline buildup and PWR requirements	A04J	Air, QMG
(a) Procurement planning guidance		
(7) T/E preparation based on approved T/O furnished by G-1	A04G	G-4 Tech Branches
(a) Include T/E items in equipment allowance file (2016)		
(b) Insure that timely distribution of approved T/E is made to all concerned		
(8) Determine non-T/E requirements:	A04G	G-4 Tech Branches
(a) allowances		
(b) replacement factors		
(c) total costs		
(9) Prepare for funding necessary additional items of equipment through reprogramming action and/or budget process .	A04G	
(10) Determine materiel availability:	A04G	QMG, Air, G-4 Tech Branches
(a) major end items		
(b) end item support packages		
(c) sets, kits and chests		

	<u>Coord</u>	<u>Contribution</u>
(d) individual equipment		
(e) clothing		
(11) Determine exceptional item supply actions:	A04G	G-4 Tech Branches, QMG
(a) substitute equipment		
(b) redistribution from existing units		
(c) temporary loan		
(d) DOD screening		
(e) emergency procurement		
(12) Equipment for training requirements:	A04G	G-3, G-4 Tech Branches
(a) scheduling early delivery		
(b) training aids		
(13) Preparation for early issue of administrative equipment (addressographs, typewriters, embossers, etc.)	A04J	QMG, A04D
(14) Establish sources of supply	A04J	QMG
(15) Establish method of initial issue (push or by requisition) of:	A04J	QMG
(a) major end items		
(b) end item support materiel		
(c) remaining T/E equipment		

(d) mount-out

Coord

Contribution

(e) operating level

(f) If push system is used, establish cut off date as to when the unit will become responsible for requisitioning (e.g., T/E changes).

(16) Determine maintenance. A04J

(17) Embarkation assistance. A04J QMG

(a) Shipment of materiel in standard warehousing boxes and pallets.

(b) Collection of mount-out materiel by service unit for packaging and manifesting.

(18) Transportation planning. A04J QMG

(19) Facilities planning. A04K G-1, G-3, Air Pers, Data Systems, QMG
-do-

(a) Prepare and provide planning guidance to QMG.

(b) Review facilities plans and programs as prepared by QMG. A04K QMG

(c) Program O&M requirements in support of facilities plans. A04K QMG

(20) Based on plans, determine O&M fund requirements. A04K QMG, DMCR, FDMC, G-3

(21) Planning for liaison/assistance/inspection team scheduling. A04J All staff sections

b. Directing Phase. Publish information, guidance and plans prepared in planning phase to units or staff concerned. A04J All staff sections.

c. Managing Phase

(1) Monitor the progress of the activation to determine problem areas and take timely remedial action. A04J All staff sections

	<u>Coord</u>	<u>Contribution</u>
(2) Respond to materiel readiness reports in areas which are not meeting expected results or goals.	A04J	All staff sections
d. <u>Terminating Phase</u>		
(1) Insure that all actions pertaining to the activation are completed or that provisions are made for accomplishing actions not yet completed or those of a continuing nature.	A04J	All staff sections
(2) Conduct a post activation study in which all phases of the activation are analyzed for purposes of developing improved methods and for updating of this SOP to reflect lessons learned.	A04J	All staff sections

Annex O: Fiscal Division Instructions and Procedures for
Activation of FMF Organizations

1. GENERAL

a. Attention is invited to MCO P7300.8A, Financial Accounting Manual (FAM), paragraphs 2012 through 2016 which contain guidance for fiscal action in certain extraordinary or emergency situations.

b. This Headquarters (Code AS) will provide detailed fiscal instructions to the activating command as required to accomplish orderly, effective and coordinated fiscal support to the newly activated unit(s).

c. Commanding Generals of camps and stations where newly activated units are located may be directed to furnish technical assistance on an interim basis until the activated units develop a competency to perform effective financial management.

2. INSTRUCTION AND PROCEDURES

a. Planning Phase

(1) Coordinate with various Headquarters staff agencies in the development of the activation plan for specific FMF Organizations.

(2) Determine funding requirements and formulate budget estimates to support impending activation.

(3) Revalidate fiscal procedures of the activation plan to ensure continued supportability.

(4) Prepare detailed fiscal instructions for the activating unit(s) to be promulgated with Activation Directive.

b. Directing Phase

(1) Provide technical direction to activated unit(s) and units in support of activated unit(s).

c. Managing Phase

(1) Develop reporting and inspection procedures to evaluate effectiveness of fiscal support to the activation unit(s).

(2) Assist in the formulation of the Operational Readiness Inspection Report.

d. Terminating Phase

(1) Activated unit has reached Operational Readiness.

3. FISCAL DIRECTOR OF THE MARINE CORPS ACTIVATION CHECK-LIST

a. <u>Planning Phase</u>	<u>Coord</u>	<u>Contribution</u>
(1) FDMC assist and advise CMC on the formulation of fiscal policy regarding the impending activation.	-	-
(2) Provide necessary fiscal data for the development of Activation Plan.	AC/S, G-3 DC/S (Air)	AS
(3) Receive Schedules and detailed activation plans.	AS	AC/S, G-3 AC/S, G-4 DC/S (Air)
(a) Type of unit to be activated.		
(b) Planned activation readiness date.		
(4) Analyze, review and cost POCR's and PCR's to force structure.	AS-3	HQMC Staff
(5) Coordinate implementation of PCD's, PBD's and SecDef decision memoranda in updating the FYDP.	AS-3	HQMC Staff
(6) Estimate costs of Personnel Authorized.	AS-1	AC/S, G-1
(7) Review costs of Material Authorized.	AS-1	AC/S, G-4 QMGMCMC
(a) Allowance of Major Items.		
(b) Allowance and level of secondary items.		
(8) Receive budget plans from Program Sponsor. Prepare and consolidate budget estimates and justification back-up material.	AS-1	AC/S, G-1 AC/S, G-4 QMGMCMC

	<u>Coord</u>	<u>Contribution</u>
(9) Review all budget directives from higher authority.	AS	AS
(10) Submit Budget for approval.	AS-1	AS-1
(11) Receive Congressional Approval (if applicable).	AS	Via NavCompt
(12) Review T/O structure of activated unit to insure availability of 3400 MOS requirement.	AS-3 Disb	AC/S, G-1
(13) Prepare Fiscal Instructions for the field to be transmitted concurrent with CMC Activation Directive.	AS	AC/S, G-1, AC/S, G-4, QMGMC, AS-1 AS-2, AS-3
 b. <u>Directing Phase</u>		
(1) Submit input to CMC Activation Directive.	AC/S, G-3	AS
(2) Supervise the assignment of 3400 personnel to activating unit insuring billet properly assigned and occupied.	AC/S, G-1	AS-3, Disb.
(3) Review budget requirements and monitor adequacy of funds authorized.	AS	AC/S, G-1, AC/S, G-4, QMGMC
(4) Maintain close liaison with HQMC staff sections and higher authority.	AS	AS
(5) Assist activated unit in the implementation of accounting procedures as required.	AS	AS-2
 c. <u>Managing Phase</u>		
(1) Provide input for the Operational Readiness inspection plan.	AC/S, G-3	AS

	<u>Coord</u>	<u>Contribution</u>
(2) Develop reporting and inspection procedures to evaluate effectiveness of fiscal support to the activated unit.	AS	AS
(3) Evaluate effectiveness of fiscal support. Identify potential problem areas.	AS	AS
(4) Provide a historical record of problems encountered and methods of resolution.	AS	AS
(5) Provide input for the Operational Readiness inspection report.	AC/S,G-3 DC/S (Air)	AS

Annex P: Data Systems Division Instructions and Procedures
for Activation of FMF Organizations

1. GENERAL

a. Data Systems Division will provide RUCs for all units to be activated, upon appropriate request from DC/S (Air); DC/S (Manpower); AC/S, G-1; and AC/S, G-3. Assigned RUCs will appear in the activation directive.

b. RUCs are normally assigned only when a unit is, or will be, capable of self-administration, i.e., a unit which is required by current directive to submit a unit diary. RUCs may, however, identify a higher echelon of command which does not submit a unit diary, e.g., 26th Marine Regiment.

c. Data Systems Division will provide MCCs for all units to be activated, upon request from AC/S, G-1. Assigned MCCs will be cited in the activation directive.

d. On some occasions an MCC may be assigned for the period prior to the unit's operational readiness date. A new MCC will be assigned when operational control changes to the operating forces.

e. A unit assigned an MCC only requires administrative and personnel accounting support from the command (RU) to which it is attached for duty. The activation order will assign an organization to provide initial administrative and personnel accounting support. The command providing administrative support is required to report, on the unit diary, that this condition exists. The MCC of all personnel joining or being dropped from the organization requiring administrative support must be included as part of the "joining" or "dropped" unit diary remark. Sample Record of Events Entry showing personnel accounting support:

"1 June 67 IT Team 99 MCC AQB activated and carried on the rolls of this reporting unit."

f. The Quartermaster General, in conjunction with the Director, Data Systems Division, will assign an Activity Address Code (AC) to newly activated units when the requirement exists. The following criteria must be met before an AC is assigned:

(1) A Reporting Unit Code has not previously been assigned to the unit.

(2) The unit is geographically separated from the parent organization.

(3) The unit is required to requisition supplies.

g. Activation of units requires a Records of Events entry on the initial unit diaries, in accordance with the MARCORPERSMAN (MCO P5000.3). Activation orders will reference MCO P5000.3 and cite appropriate paragraphs relating to activation. Example:

"Upon activation a Records of Events entry will be required on the initial unit diary IAW MCO P5000.3, Par. 16 ---."

h. Since the RUC and the AC are permanent designations of a unit's identification, i.e., 1stBn, 27th Marines, 5th Marine Division FMF (RUC 15210 and AC M15210), they will remain in the archives permanently. That code cannot be utilized to identify any other unit.

i. When unit activations are reported by unit diary entries, codes and locations will be inserted on the Master Record at both Computer Centers (DPI), Camp Lejeune and Camp Pendleton. Activation messages/directives issued will include in the address both Computer Centers (DPI) at Camp Lejeune and Camp Pendleton.

j. When a unit activates, it will be required to furnish the complete unit title, mailing and shipping address to CMC (Code AP/3). This requirement is in addition to the requirement to provide addresses to the Quartermaster General.

2. INSTRUCTIONS AND PROCEDURES

a. Planning Phase. Planning for an activation commences upon receipt of the activation plan and USMC Master Activation Schedule.

(1) Input to the activation schedule and USMC Master Activation Schedule.

(a) Assign (for use upon activation) the RUC and, in coordination with the Personnel Department/G-1, the MCC to the units to be activated.

(b) In coordination with AC/S, G-3 assign appropriate UIC's.

b. Directing Phase. Review CMC activation directive to ensure appropriate RUC's, MCC's and UIC's have been assigned.

Include any pertinent administrative instructions concerning appropriate Unit Diary entries.

c. Managing Phase. Monitors reports of activations from DPI's to ensure that appropriate titles, codes and Unit Diary entries are being utilized.

d. Terminating Phase. Take appropriate action concerning possible changing of codes and titles as result of deployment or reassignment of units to other jurisdictions.

Annex Q: Quartermaster General Staff Instructions and
Procedures for Activation of FMF Organizations

1. GENERAL. Past experience with the activation of FMF units/organizations indicates that the materiel readiness and related objectives of newly activated commands and higher echelons can be accomplished with the greatest efficiency when activation plans and procedures include expeditious decisions and/or actions regarding the following:

a. The earliest possible dissemination of the following information to the Quartermaster General of the Marine Corps, the activated command, and cognizant field commands:

(1) Planned activation schedule to include pertinent readiness dates.

(2) Data for materiel requirements, computation and acquisition to include T/E and T/O numbers, authorized levels of supply, requisitioning instructions, authorized priorities, and funding authority (logistic planning guidance).

(3) Proposed location of new unit and type and quantity of non-T/E equipment which will require special facilities.

(4) Funding data for "out-of-stores" requisitioning and "in-stores" acquisition.

(5) Decision as to utilization of mechanized files in determination of materiel requirements for activation projects (either as a requisitioning vehicle for specific units or as the acquisition media for the stores system).

(6) Decision regarding the use of recurring demand (RD) versus non-recurring demand (NRD) by requisitioning units, correlated to the stock levels of material being requisitioned, i.e., safety level, operating level, initial issue, mount-out, mount-out augmentation and/or automatic resupply.

b. Quartermaster General of the Marine Corps notification of agencies external to the Marine Corps of planned acquisition programs, e.g., DSA and other integrated managers.

c. Quartermaster General of the Marine Corps instructions to Marine Corps Supply Activity, Philadelphia to pre-assemble tailored technical publication package by use of T/E - T/A files and method of distribution (force feed or requisition basis).

d. In the case of large scale (Division and RLT) activations, that Inventory Control Point (ICP), Philadelphia representatives be included at the earliest date feasible in the pre-planning/guidance phase at the HQMC level.

e. Assignment of ICP and Remote Storage Area (RSA) liaison officers to the major command headquarters of newly activated units as appropriate to the size and number of units activated.

f. Instructions to activated commands to provide liaison officers to the RSA(s) for the coordination of activation of units.

g. Decisions as to the methods of providing principal items (Echelon Code-3), related technical publications, supporting repairparts, collateral equipment, and remaining secondary item requirements.

h. Promulgation of instructions to the activated command relative to procedures for preparation and submission of requisitions to include:

(1) Identification of material strata by use of either document or job order number fields, or a combination of both.

(2) Schedules for induction of requisitions to the supply source.

(3) Method of processing requisitions with any special instructions regarding the use of data to identify supply action required, i.e., use of document identifier and project codes.

i. Instructions to the ICP relative to the content, frequency and distribution of material status reports.

j. Modify, as required, instructions to the activated units regarding supply and transportation follow-up actions.

k. Instructions to the ICP to provide the activated unit(s) with the following:

(1) Factor decks/provisioning lists.

(2) Machine produced NAVMC 708 cards.

l. Instructions to cognizant RSA(s) regarding special preserving and packaging requirements on mount-out and other type materiel as required.

2. INSTRUCTIONS AND PROCEDURES. The following instructions and procedures are applicable to the Quartermaster General of the Marine Corps as concerns supply support of newly activated FMF air and ground units.

a. Planning Phase

(1) Ensure ICP, Philadelphia representatives are included in the early phases of activation planning. This is particularly pertinent in large scale activations.

(2) Coordinate and direct assignment of ICP/RSA liaison representatives to the major command headquarters of activated units. Action contingent upon scale of activation program.

(3) Coordinate assignment of liaison officers from activated unit(s) to the supporting RSA(s).

(4) Ensure early preparation of Supply Department input to activation instructions and effect liaison with cognizant HQMC staff agencies to facilitate early dissemination of the activation schedule, funding data and logistical planning guidance to the activating command, ICP and supporting RSA(s).

(5) Implement the necessary procedures to identify materiel required to support the activation programs (ASA and SFA items), identify materiel shortages, and effect required procurement action to satisfy deficiencies.

(6) Implement the necessary procedures to effect issue of all principal items, supporting equipment, repair parts and related technical publications as a package issue on a "force feed" basis, if approved.

(7) Formulate, in conjunction with the Assistant Chiefs of Staff, G-3 and G-4, distribution schedules for principal end item packages.

(8) Notify agencies external to the Marine Corps of planned acquisition programs in support of unit activations as required to preclude delays in provisioning and procurement actions.

(9) Review facilities requirements of newly activated units, to include special facilities, and initiate action to provide any required deficiencies.

(10) Review transportation requirements of newly activated units and provide assistance as required to expedite availability of transportation resources, both government and commercial. Assistance to include required liaison with appropriate single manager and JCS Joint Transportation Board.

(11) Continually review pertinent activation planning policies and procedures and update as required.

(12) Provide assistance and guidance in establishing reporting procedures for information required to make effective activation management decisions.

b. Directing Phase

(1) Validate and provide the required input to logistical instructions for activated units.

(2) Provide guidance to the ICP, Philadelphia regarding required administrative support and execution of provisioning schedules to support unit activations.

(3) Provide the required instructions to field commands and RSA(s) relative to transportation support of unit activations.

(4) Assign Activity Address Codes and initiate entry of assigned codes and unit addresses in Department of Defense Activity Address Directory (DODAAD) and request updating of supporting records to include required updating subsequent to unit activations.

c. Managing Phase

(1) Monitor and analyze activation progress, problem areas encountered and remedial action required; include a comparison of information received from the Operational and Materiel Readiness Inspection reports versus the programmed objectives.

(2) Review ICP Requisition Status Reports and initiate action as required to expedite supply response.

(3) Continuously update initial issue listings to insure correct items are provided activated unit(s).

(4) Monitor provisioning schedules and initiate timely action to prevent delays which may interfere with materiel readiness objectives.

(5) Conduct preproduction tests and evaluation and monitor production of additional principal end item requirements.

(6) Provide the ICP, Philadelphia with Provisioning Guidance Data, Part I for additions on decreases to principal end items requirement.

(7) Monitor progress of publications printing to prevent delays which may hinder accomplishment of materiel readiness objectives.

(8) Provide assistance and guidance to activated units in the procurement and utilization of commercial transportation resources and the procurement of organic commercial vehicles and materials handling equipment.

d. Terminating Phase

(1) Continue to monitor unit materiel deficiencies until operational materiel readiness posture is attained and positive measures are implemented to satisfy remaining deficiencies.

(2) Continue to monitor and direct production, procurement and distribution programs on all items until receipt by unit(s).

(3) Review and revise supply support systems and procedures as required to improve support of unit activation programs.

3. QUARTERMASTER GENERAL OF THE MARINE CORPS ACTIVATION CHECK-LIST

a. Planning Phase

Coord

Contribution

(1) Upon receipt of firm activation plans to include tentative logistic planning guidance, schedule planning conference with ICP representatives. Applies to large scale activations.

CHE

All QMGMC Div/ Offices, AC/S, G-3, AC/S, G-4, DC/S (Air) and FDMC

(2) Direct assignment of ICP/RSA liaison representatives to major command headquarters of activated unit(s). Action contingent upon scale of activation.

CHE

(3) Coordinate assignment of liaison officers from activated unit(s) to supporting RSA(s).

CHE

(4) Request planning information from AC/S, G-4 and disseminate to the ICP and supporting RSA(s) as soon as possible, detailed activation schedule,

CHE

AC/S, G-4, AC/S, G-3, DC/S (Air) and FDMC

funding data and logistic guidance.
Logistic guidance to include:

(a) Data for computation of materiel requirements (allowances and levels of supply).

(b) Requisitioning instructions.

(1) Use of priorities.

(2) Schedule of induction of requisitions and method of processing. Identify deviations/exceptions directed.

(3) Use of special data to identify materiel strata and use of document identifier and project codes.

(c) Supply and transportation follow-up action requirements.

(d) Method of providing principal items (Echelon Code-3) supporting equipment, and remaining secondary items.

(e) Requirements regarding submission of materiel status reports.

(f) Procedures for providing and use of factor decks/provisioning lists and machine produced NAVMC 708 cards.

(g) Instructions regarding the use of recurring demand (RD) versus non-recurring demand (NRD) correlated to requisitioning authorized levels of supply.

	<u>Coord</u>	<u>Contribution</u>
(h) Procedures for special preserving and packaging of mount-out supplies by RSA(s).		
(5) Identify materiel authorized.	CSX/CSR	AC/S, G-4, CSY and ICP
(a) Principal items.		
(b) Secondary items.		
(6) Identify principal items and associated secondary item shortages.	CSX/CSR	AC/S, G-4, CSY and ICP
(a) Request updated status report from ICP.		
(b) Compare availability with quantities authorized.		
(7) Initiate procurement action to satisfy principal item shortages.	CSS	AC/S, G-4, and CSX
(8) Identify remaining secondary item shortages.		
(a) Run supportability test to determine secondary item deficiencies.	CSR	CSY and ICP
(b) Request funds to satisfy secondary item dollar deficiency.	CSS	CSR
(c) Direct ICP procurement of secondary item deficiencies.	CSR	ICP and CSS
(9) Initiate procurement/printing action on additional technical publications required to support principal end items.	CSY	
(10) Establish Technical Data Package requirements schedule. Develop and review Technical Data Package schedule required to support procurement of additional principal end item requirements.	CSY	CSX and CSS

	<u>Coord</u>	<u>Contribution</u>
(11) Review and update complete package issue lists and provide to ICP.	CSX	AC/S, G-4, CSY, CSS and ICP
(12) Coordinate formulation of complete package issue schedule. Establish and coordinate issue schedules by unit, based on activation date, materiel release dates, and provisioning schedule and provide to ICP.	CHE	AC/S, G-4, CSX, CSY and ICP
(13) Identify and coordinate provisioning schedules extending beyond material release dates.	CSY	AC/S, G-4, CSX and ICP
(14) Notify agencies external to the Marine Corps of planned acquisition programs as required.	CSR/CSG	
(15) Review facilities requirements of newly activated unit(s) and determine shortages.	COA	AC/S, G-4, AC/S, G-3, and DC/S (Air)
(16) Request from AC/S, G-4 information concerning any non-T/E type equipment which will require special facilities.	COA	AC/S, G-4, AC/S, G-3, and DC/S (Air)
(17) Provide information concerning structural alterations and/or modifications required and related costs to include increased costs of recurring maintenance and utilities for support of new facilities.	COA	STATION
(18) Initiate action to provide additional facilities as required.	COA	
(19) Identify commercial transportation requirements for activated unit(s).	COB	DC/S (Air), AC/S, G-3, AC/S, G-4, and DC/S (Manpower)

	<u>Coord</u>	<u>Contribution</u>
(20) Apprise appropriate Single Manager for transportation of unit requirements for commercial transportation and provide movement priority.	COB	AC/S, G-3 AC/S, G-4, DC/S (Air) and DC/S (Manpower)
(21) Provide representation on the JCS Joint Transportation Board, as required, to insure that appropriate commercial resources are obtained for activated unit(s) if a shortage is evident.	COB	AC/S, G-4
(22) Identify activated unit requirements for commercial motor vehicles, materials handling equipment and passenger carrying vehicles.	COB	AC/S, G-4
(23) Establish priorities for procurement purposes for commercial motor vehicles, material handling equipment and passenger carrying vehicles.	COB	AC/S, G-4
(24) Provide plan for draw-down on existing commercial vehicle and materials handling equipment assets as interim support measure pending congressional approval and lead time for procurement.	COB	AC/S, G-4
(25) Identify systems and procedures involved in activation process.		
(a) Review policy changes and instructions for implementation and adaptability.	CHS	All HQMC Staff as required.
(b) Provide new or revised system and procedures as required to implement interim or permanent changes in policy.	CHS	All HQMC Staff as required.
(26) Provide assistance and guidance in establishing reporting procedures for information required to make effective managerial decisions.	CHS	CHE

b. Directing Phase

(1) Validate logistical instructions to activated unit(s), ICP and RSA(s).	CHE	AC/S, G-4 and all QMGMC Div/ Offices
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	<u>Coord</u>	<u>Contribution</u>
(2) Direct ICP to provide activated unit(s) with the following:	CHE	AC/S, G-4
(a) Consolidated listings of principal end items and supporting equipment to be provided on "force feed" basis.	CHE	CSX
(b) Machine produced NAVMC 708 cards.	CHE	CHS
(c) Repair parts factor decks.	CHE	CHS
(d) Listings of problem (short supply) items.	CHE	CHS, CSX, and CSR
(3) Direct ICP execution of principal item provisioning schedule as previously provided during the Planning Phase.	CHE	CSX, CSY, and AC/S,G-4
(4) Insure appropriate instructions are provided to RSA(s) for movement by commercial means.	COB	AC/S, G-4
(5) Provide instructions as necessary for acquiring commercial motor vehicle fleet management directives.	COB	AC/S, G-4
(6) Issue instructions to Marine Corps activities tasked to provide interim vehicle support to activated unit(s).	COB	AC/S, G/4
(7) Based on activation directive, assign Activity Address Codes and initiate entry of assigned codes and unit addresses in Department of Defense Activity Address Directory (DODAAD) and request Data Systems Division to update mechanized DODAAD tape and furnish new AC/Unit addresses to Defense Logistics Services Center.	CHE	Data Systems
(8) Initiate changes to DODAAD as activated unit(s) addresses and/or activity address codes change.	CHE	Data Systems

	<u>Coord</u>	<u>Contribution</u>
c. <u>Managing Phase</u>		
(1) Monitor and analyze activation program objectives as to problem areas and remedial actions required.	CHE	DC/S (Air), AC/S, G-4, AC/S, G-3, and all QMGMC Div/Offices
(2) Review Operational and Material Readiness Inspection Reports and respond to corrective actions required.	CHE	DC/S (Air), AC/S, G-3, AC/S, G-4, and all QMGMC Div/Offices
(3) Review Requisition Status Reports from ICP and initiate corrective action as required and effect internal HQMC distribution of status reports.	CSX	CHE
(4) Insure that the initial issue listings reflect correct items to be provided activated unit(s) and all contributors are advised of any changes.	CSX	CSY, CSR, AC/S, G-4, and ICP
(5) Monitor provisioning schedules and identify possible problem areas and initiate action to prevent delays which may jeopardize scheduled objectives.	CSY	CSG and ICP.
(6) Conduct preproduction tests, evaluation and monitor production of additional principal end item requirements.	CSY	CSG
(7) Provide Provisioning Guidance Data, Part I for additional principal end item requirement.	CSX	CSX, CSR, AC/S, G-4 and ICP, CSY
(8) Monitor progress of publications printing to prevent delays that may jeopardize required delivery dates.	CSY	ICP
(9) Provide assistance to activated units in procuring commercial transportation resources.	COB	AC/S, G-3, AC/S, G-4, DC/S (Air) and DC/S (Manpower)

	<u>Coord</u>	<u>Contribution</u>
(10) Provide assistance, as required, to activated units in the managing, reporting, and utilization of commercial motor vehicle fleets.	COB	
(11) Direct return of vehicles utilized on interim basis upon delivery of organic vehicles to activated unit(s).	COB	
(12) Monitor facility requirements.	COA	DC/S (Air) and AC/S, G-4
d. <u>Terminating Phase</u>		
(1) Continue monitoring of unit(s) materiel deficiencies until operational materiel readiness posture attained and positive measures implemented to satisfy remaining deficiencies.	CHE	CSX, CSY, CSR AC/S, G-4, AC/S, G-3, and DC/S (Air)
(2) Approved preproduction model(s) for additional principal end item requirements.	CSY	CSG
(3) Direct ICP to issue remaining principal end item packages as available.	CSX	AC/S, G-4, CSY and ICP
(4) Monitor issues of principal end item packages until completed.	CSX	CSY
(5) Review supply effectiveness of systems and procedures for the purpose of initiating the development of improved supply systems and procedures in support of unit activations.	CHE	AC/S, G-4 and all QMGMC Div/ Offices
(6) Monitor final disposition of facilities either constructed or diverted during the activation and managing phase.	COA	DC/S (Air) and AC/S, G-4

PART B
CHAPTER 2

DEACTIVATION PROGRAM FOR FMF ORGANIZATIONS

1. PURPOSE. To provide Standing Operating Procedures for the planning, directing, managing and terminating of deactivation programs for FMF organizations.

2. BACKGROUND

a. The deactivation of an FMF organization will be either in response to the Marine Corps Troop and Organization Program Document, HQO P005400. or in response to a world situation requiring immediate activation of additional FMF organizations, which may necessitate deactivation of in-being FMF organizations.

b. The Troop and Organization Program Document contains a listing of Marine Corps organizations/units to be deactivated, showing deactivation date (Fiscal Year), and other information relative to the deactivation of an organization presently in the force structure. Such information forms the basic data upon which a deactivation program is developed.

c. Determination of what type and number of organizations requiring deactivation because of an immediate world situation is not within the scope of this SOP, but subsequent to such determination, the procedures outlined in this SOP should be followed to the maximum extent possible.

3. CONCEPT OF DEACTIVATION PROGRAMS

a. General. CMC plans, directs, manages and terminates the deactivation program for all FMF organizations. CMC designates the deactivation commander, establishes deactivation program objectives, and directs the disposition of personnel and material resource.

b. Procedures

(1) The deactivation of an FMF organization is not as complex nor does it require the finite coordination procedures necessary and associated with activation or significant redesignation programs. Essentially the deactivation of an FMF organization is a reversal of the activation processes. The deactivation program follows the same general programs phases and utilizes the same type coordinating procedural documents as employed in activation programs. Modification of program phases and coordinating procedural documents will be necessary and must be tailored to fit a particular deactivation program.

(2) Deactivation Program Phases. Each phase is designed to accomplish the following:

(a) Planning Phase. A deactivation plan is developed by the HQMC staff, approved by CMC and contains a manpower, logistical and administrative plan for the deactivation of one or more FMF organizations. It provides the HQ staff with a one source document containing specific deactivation program information guidance, policies, and objectives for utilization in the development of other coordinating procedural documents.

(b) Directing Phase. Based on the deactivation plan, CMC deactivation directive is prepared, staffed and promulgated to the deactivation commander and appropriate supporting activities.

(c) Managing Phase. Subsequent to the promulgation of CMC deactivation directive, the staff monitors the achievement of deactivation objective.

(d) Terminating Phase. The deactivation program terminates when the deactivation commander reports to CMC that all deactivation objectives have been achieved and CMC informs SecNav, CNO and the JCS of the completed deactivation.

c. Coordinating Procedural Documents. The coordinating procedural documents as utilized in activation programs are applicable for coordinating deactivation programs. Considering deactivation programs do not require the finite management required and associated with activation programs, all coordinating procedural documents are not necessary to the efficient management of the deactivation program. Following are those specific coordinating procedural documents applicable to deactivation programs.

(1) CMC De/Activation Program, Part B, Chapter 1, Section B, Annex A

(2) CMC De/Activation Memorandum, Part B, Chapter 1, Section B, Annex B

(3) USMC Master De/Activation Schedule, Part B, Chapter 1, Section B, Annex C

(4) CMC Manpower and Logistic Plans, Part B, Chapter 1, Section B, Annex D

(5) CMC De/Activation Directive, Part B, Chapter 1, Section B, Annex E

4. DEACTIVATION PROGRAM RESPONSIBILITIES

a. AC/S, G-3. Assigned responsibility for coordinating deactivation programs for FMF organizations.

b. HOMC Staff Agencies. Will be guided by the contents of this Chapter and Part B, Chapter 1, of this SOP, in the development and execution of deactivation programs for FMF organizations.

5. GENERAL INSTRUCTIONS

a. Designation of Deactivation Commander. CMC will designate the Commanding General, FMFLant or FMFPac as the deactivation commander for FMF organizations.

b. Deactivation Program Objectives

(1) Deactivation program objectives are assigned for FMF organization to be deactivated. They are used as a means for directing and coordinating deactivation programs. Considering that the deactivation of an FMF organization is - relative to an activation - a simpler process requiring minimum CMC management control, deactivation objectives are essentially limited to when deactivation process is to commence and the date on which an organization is officially deactivated. Intermediate objectives may be established and assigned if more finite coordination is essential and vital.

(2) The following deactivation objectives are the minimum utilized in a deactivation program;

(a) Deactivation Initiation Date (DID) - The date on which an organization commences deactivation.

(b) Deactivation Date (DD) - The date on which all directed personnel and material actions associated with deactivation are to be completed and the organization is officially deleted from the Marine Corps Active Troop List.

c. Scheduling of Deactivation Program Objectives. The time lapse between deactivation initiation date and deactivation date is dependent on the size and type organization being deactivated. As a rule of thumb a Regt/MAG or larger organizations should be allotted 60-90 days. Smaller organizations can be deactivated in 60 days or less. Of singular importance is the recognition that different type FMF organizations require varying lengths of time to deactivate. A stereotyped approach to scheduling must be avoided. Rather, a definitive analysis of the personnel, and material disposition requirements must be made and realistic deactivation program objectives dates assigned accordingly.

► d. Historical and Heraldic Matters. The paragraph containing administrative instructions in an activation/deactivation order should contain instructions for:

(1) The proper disposal of the units' national colors, organizational standard/battle standard and other heraldic items (MCO P10520.3_).

(2) The report of all historical publications to the Commandant of the Marine Corps (Code AO3D) and request for instructions for their disposition (MCO P5750.1_).

(3) Submission of final command chronology (MCO P5750.1_).

(4) The forwarding of the command historical summary file to the Commandant of the Marine Corps (Code AO3D) for retention (MCO P5750.1_).

► e. Records. The administrative instructions paragraph of a deactivation order should contain instructions for:

(1) Destruction or transfer to a Federal Records Center (FRC) of administrative records eligible for this action (MCO 5212.1_), and

(2) Disposition of administrative records not eligible for destruction or transfer to an FRC.

PART B

CHAPTER 3

REDESIGNATION PROGRAM FOR FMF ORGANIZATIONS

1. PURPOSE. To provide Standing Operating Procedures for the planning, directing, managing and terminating of redesignation programs for FMF organizations.

2. BACKGROUND

a. The redesignation of an FMF organization will be either in response to the Marine Corps Troop and Organization Program Document, HQO P005400.____, or in connection with a world situation which may necessitate immediate redesignation of in-being FMF organizations.

b. The Troop and Organization Program Document contains a listing of Marine Corps organizations/units to be redesignated, showing redesignation date (Fiscal Year), T/O, Major T/E Items and other information relative to the redesignation. Such information forms the basic data upon which an activation program is developed.

c. Determination of what type and number of organizations requiring redesignation because of an immediate world situation is not within the scope of this SOP, but subsequent to such determination, the procedures outlined in this SOP should be followed to the maximum extent possible.

3. CONCEPT OF REDESIGNATION PROGRAMS. Redesignation of an FMF organization ranges from a simple title change - which is the extent of the redesignation - to a title change complicated by a new or modified mission statement; significant material changes; and/or changes to the Tables of Organization. In other words, a redesignation of an FMF Organization - simple or complex - is a form of activation. As such, the procedures contained in this SOP for the "activation" of FMF organizations are applicable to the development of redesignation programs for FMF organizations.

4. REDESIGNATION PROGRAM RESPONSIBILITIES

a. AC/3, G-3. Assigned responsibility for coordinating redesignation programs for FMF organizations.

b. HQMC Staff Agencies. Will be guided by the contents of Chapter 1, in the development and execution of redesignation programs for FMF organizations.

PART C

ACTIVATION, DEACTIVATION AND REDESIGNATION/
MODIFICATION OF NON-FMF ORGANIZATIONS

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PART C

CHAPTER 4 - GENERAL

ACTIVATION, DEACTIVATION AND MODIFICATION OF NON-FMF ACTIVITIES

1. The Assistant Chief of Staff, G-1 is responsible for preparing requests to the Secretary of the Navy concerning the establishment, disestablishment, and modification of Marine Corps activities within the shore (field) activities of the Department of the Navy.

2. In amplification of the authority retained by the Secretary of the Navy in General Order Nos 5 and 19 as outlined in Part A, subparagraph titled BACKGROUND, SECNAVINST 5450.4C further provides that:

a. In cases of significant reduction in status, or disestablishment of an activity, the supplementary fact sheets and portfolio required by SECNAVINST 5400.9 of 15 April 1959; subj: "Coordination of congressional and public relations in effecting major changes in the status of Naval activities, operating forces, or important programs" must be submitted at least sixty days prior to the effective date. The Legislative Assistant controls the HQMC action on this Instruction.

b. Requests concerning Marine Corps activities are submitted to the Secretary of the Navy via the Chief of Naval Operations who is assigned responsibility for reviewing recommendations and, after assuring conformity with requirements and effective policies and procedures, for preparing appropriate implementing directives for the Secretary of the Navy. The request will be submitted to the Secretary of the Navy at least forty-five days prior to the effective date of the action recommended.

3. In order to comply with the provisions of paragraph 2b above, the information required in Chapter 5 will be provided by the cognizant staff agency to the Assistant Chief of Staff, G-1 at least fifty-five days prior to the effective date.

4. Pending approval by the Secretary of the Navy of the requested establishment, disestablishment, or modification of an activity, the information outlined in Chapter 2 or 3 as appropriate, which will be included in an implementing directive to the activity, will be provided the Assistant Chief of Staff, G-1 at least thirty days prior to the effective date.

PART C

CHAPTER 5

ESTABLISHMENT, DISESTABLISHMENT AND MODIFICATION

OF NON-FMF ACTIVITIES

1. The following information on which to base requests to the Secretary of the Navy will be provided the Assistant Chief of Staff, G-1 by the Activity Sponsor fifty-five days prior to the effective date:

a. Justification:

(1) A positive and concise statement of the specific action recommended and the justification for the establishment, disestablishment or modification will be provided for each activity. Activities will be established only when there is a clear, definite need, based upon the functions to be performed, and when it is shown that the functions cannot be performed effectively, efficiently, and economically by an existing activity. Requirements and procedures for handling recommendations for disestablishment or modification of status because of possible political or economic impact must be handled carefully. In this regard attention is directed to SECNAVINST 5400.9 of 15 April 1959 and DOD Directive 5410.12 of 20 Oct 1961.

(2) Modification of shore (field) activities shall be held to an absolute minimum and shall be requested only when made absolutely necessary by changes in organization or programs, or when they will definitely improve the administration and operation of the activities concerned. The justification provided must show explicitly what improvements in administration and operations will result from the recommended change.

b. Official Title:

Title for new Marine Corps activity or modification of an existing activity.

c. Address:

A mail address and zip code number will be supplied with the recommendation to reestablish or to relocate a shore (field) activity.

d. Effective Date:

This date should be not less than forty-five days after submission of the recommendation of the Chief of Naval Operations in order to provide additional planning time for

promulgation of the action directive, and to provide predetermined date for record purposes, and fiscal reporting.

e. Command and Support Responsibilities:

The members of the executive administration of the Department of the Navy to whom command and/or support responsibility is to be assigned based upon the provisions of General Order No. 19.

f. Mission:

The mission statement for new activities will be a concise expression, in general terms, of what is to be accomplished by the integrated efforts of the activity as a whole. It should be unclassified and contain a minimum of detail necessary to indicate the purpose of the activity. Modifications of missions to existing activities must be justified in accordance with instructions contained in paragraph 1a, above.

g. Costs/Personnel:

(i) Establishment. The cost of establishing the activity must be explicitly stated. This will include: cost of construction and the appropriation(s) or the fiscal year in which such costs will be budgeted for; maintenance and operation costs for one fiscal year; the number, annual salaries of civilians and the source of military and civilian personnel assigned to staff the new activity.

(2) Modification of Status or Disestablishment

The costs involved in modifying the status of disestablishing the activity must be explicitly stated. These costs should itemize the expenses involved in the retention, preservation, or disposal of property, costs of transfer of functions and property, and personnel relocation expenses. If the total expense is less than five thousand dollars, these costs may be termed negligible. With regard to personnel, the following data is required:

(a) Officers, enlisted personnel, and civilian employees on board;

(b) Estimated total yearly civilian salaries;

(c) Predicted reduction in civilian positions;

(d) Number of civilian positions to be transferred to other activities.

(e) Predicted military personnel reductions. All indirect as well as direct costs will be included.

h. Real Property:

Recommendations must be made concerning the source, support responsibilities, and custody of the real property which will be utilized by or assigned to the activity.

(1) Establishment. The data will indicate whether the activity will utilize new facilities previously assigned to another activity, or will be a tenant on an existing installation assigned to the custody of another activity. In case the new activity is to assume custody of reassigned facilities or is to be a tenant, concurrence of other interested support agencies must be indicated.

(2) Disestablishments. Tenant activities may be disestablished directly. However, those activities having custody of their own real property will be placed in an appropriate inactive status on an interim basis pending reassignment, transfer, or disposal of the property after which the activity will be disestablished.

(3) Inactive Status. Whenever an activity is to be placed in an inactive status, data furnished will indicate the activity to be assigned responsibilities for physical protection and status maintenance of the inactive facilities. Concurrence of other interested bureaus and offices will be indicated as appropriate. Inactive facilities (installations) will continue to be identified with the proper inactive activity and will not be absorbed within the real property inventory of another activity unless formal reassignment is made consistent with the latter's mission.

PART C

CHAPTER 6

ACTIVATION OF NON-FMF ACTIVITIES

1. Pending receipt of approval by the Secretary of the Navy for the establishment of an activity, the following information which will be included in an activation directive will be provided Assistant Chief of Staff, G-1 thirty days prior to the activation date:

a. Proposed table of organization. This will be provided by the Activity Sponsor at the time of submission of the information provided in compliance with Part B, Chapter 1, Section B if practicable. (Action: Activity Sponsor.)

b. Information required by the activity relating to fiscal matters. (Action: FDMC.)

c. Information required by the activity pertaining to the procurement of supplies and equipment. (Action: QMGMC.)

d. Information required by the activity relating to personnel assignments and monitored command codes. (Action: DirPers.)

e. Information required by the activity relating to personnel accounting procedures and reporting unit codes. (Action: DirData Sys.)

f. Information required by the activity relating to procurement of Marine Corps/Navy DOD Directives and publications. (Action: DirAdminDiv.)

PART C

CHAPTER 7

DEACTIVATION OF NON-FMF ACTIVITIES

1. Pending receipt of approval by the Secretary of the Navy for the disestablishment of an activity the following information which will be included in a deactivation directive will be provided Assistant Chief of Staff, G-1 thirty days prior to the effective date:

a. Disposition of funds and other related fiscal matters.
(Action: FDMC.)

b. Disposition of supplies and equipment. (Action: QMGMC.)

c. Disposition of personnel. (Action: DirPers.)

d. Disposition of records and publications. (Action: DirAdminDiv.)

PART C

CHAPTER 8

HQMC STAFF AGENCIES INSTRUCTIONS AND
PROCEDURES FOR ADR OF NON-FMF ORGANIZATIONS

1. GENERAL. This chapter contains the staff instructions and procedures for planning, directing, managing and terminating the ADR programs for non-FMF organizations.
2. INSTRUCTIONS AND PROCEDURES. HQMC Staff Agencies instructions and procedures are contained in the following annexes.

<u>Agency</u>	<u>Annex</u>	<u>Page</u>
a. DC/S (Manpower)	R	R-1
b. AC/S, G-4	S	S-1
c. FDMC	T	T-1
d. QMGMC	U	U-1

Annex R: DC/S (Manpower) Instructions and Procedures for
Activation/Deactivation/Modification of Non-FMF
Organizations

1. GENERAL. As noted throughout this SOP, the DC/S (Manpower) initiates all the major manpower actions. The office of the DC/S (Manpower) is not staffed to maintain detailed control of the planning, directing and managing of these activities. These responsibilities are, therefore, delegated to the AC/S, G-1 and the DepDirPers who periodically report progress and problem areas to the DC/S (Manpower)..

2. INSTRUCTIONS AND PROCEDURES

a. Appendix 1: G-1 Division Instructions and Procedures for the Activation, Deactivation and Modification of Non-FMF Organizations.

b. Appendix 2: Personnel Department Instructions and Procedures for the Activation, Deactivation and Modification of Non-FMF Organizations.

Appendix 1 to Annex R: G-1 Division Instructions and Procedures for the Activation, Deactivation and Modification of Non-FMF Organizations

1. ACTIVATION

a. Upon notification of the planned activation, request HQMC Staff Agencies to comply with Part B, Chapter 1, Section C. Prepare request to the Secretary of the Navy.

b. Pending receipt of approval by the Secretary of the Navy:

(1) Inform all HQMC Staff Agencies and request compliance with provisions of Part B, Chapter 1, Section C.

(2) Provide internal personnel staffing document and phased personnel assignments.

(3) Promulgate table of organization.

c. Upon receipt of approval by the Secretary of the Navy issue activation directive.

2. DEACTIVATION/MODIFICATION

a. Upon notification of the planned deactivation/modification request HQMC Staff Agencies to comply with Part C, Chapter 8.

b. Prepare request to the Secretary of the Navy.

c. Pending receipt of approval by the Secretary of the Navy inform HQMC Staff Agencies and request compliance with the provision of Part B, Chapter 1, Section C.

d. Inform Director of Personnel of planned phase-out of personnel.

e. Upon receipt of approval of the Secretary of the Navy issue deactivation directive.

Appendix 2 to Annex R: Personnel Department Instructions and Procedures for the Activation, Deactivation and Modification of Non-FMF Organizations

1. ACTIVATION OF NON-FMF ACTIVITIES

a. Information required by the activity relating to personnel assignment and monitored command codes.

(1) Determine (earmark) key personnel which are required pending activation of a unit for assignment purposes.

(2) Determine whether special assignment criteria are necessary for the newly activated unit.

(3) Determine whether a special MCC is required.

(4) Inform AC/S, G-1, if an MCC is required, and request that an MCC be assigned.

(5) Publish ordering information to Officer and Enlisted Distribution Units and Control Unit Monitors.

(6) Monitor activation schedule to ensure the attainment of the assigned activation date.

2. DEACTIVATION/MODIFICATION OF NON-FMF ACTIVITIES: Disposition of personnel.

a. Request name, grade and MOS, etc., listing from Data Systems Division (Code AP) for activity concerned.

b. Request phase-out recommendations from field activity concerned.

c. Determine to what command personnel are to be assigned that will be required subsequent to the deactivation/modification date.

d. Publish instructions to Officer and Enlisted Distribution Units and Control Unit Monitors.

e. Monitor deactivation/modification schedule to ensure the attainment of the assigned deactivation date.

Annex S: Assistant Chief of Staff, G-4 Instructions and Procedures for Activation, Deactivation/Modification of Non-FMF Organizations

1. GENERAL. Logistic guidance for the activities concerned must be formulated and confirmed as soon as possible after receipt of the information that a non-FMF activity is to be activated, deactivated or modified. The guidance must cover all logistical aspects, e.g., facilities planning, funding implications, T/E and allowance formulation, sources and levels of supply, transportation, communication, maintenance, etc. Timely dissemination of this logistic guidance to all the Headquarters elements and field activities involved will facilitate execution of the actions required.

2. INSTRUCTION AND PROCEDURES

a. Appendix 1: Instructions and Procedures for the Activation of Non-FMF Organizations.

b. Appendix 2: Instructions and Procedures for the Deactivation/Modification of Non-FMF Organizations.

Appendix 1 to Annex S: Instructions and Procedures for the
Activation of Non-FMF Organizations

Planning Phase

<u>Action Required</u>	<u>Coordination</u>	<u>Contribution</u>
1. Receipt of Warning Order	A04J	Activity Sponsor
a. Prepare implementing schedule consistent with time frame given in warning order.		
2. Schedule Inter-and Intra-Staff meetings for exchange of information with logistical implications.	A04J	All staff sections
3. Assign materiel readiness date consistent with warning order and considering mission of the activity.	A04J	QMG, Activity Sponsor
4. Based on the then current situation, make a determination as to:	A04J	QMG, DMCR DC/S (Air)
a. Use of PWR stocks.		
b. Use of materiel and equipment in the hands of MC Reserve units.		
c. Use of materiel and equipment of nondeployed active force units.		
d. Use of materiel and equipment of other non-FMF activities.		
e. Force Activity Designator (FAD) to be assigned.		
f. Assignment of activity address codes (AC) for requisitioning of materiel.		
5. Establish stock levels.	A04J	QMG
6. Establish concept for supply pipeline buildup.	A04J	QMG/A04G/A04K

<u>Action Required</u>	<u>Coordination</u>	<u>Contribution</u>
<ul style="list-style-type: none"> a. Prepare procurement planning guidance. 		
7. T/E preparation based on approved T/O furnished by G-1 and mission of the activity.	A04G	G-4 Tech Branches; Activity Sponsor
<ul style="list-style-type: none"> a. Include T/E items in equipment allowance file (2016). b. Insure that timely distribution of approved T/E is made to all concerned. 		
8. Determine non-T/E requirements:	A04G	G-4 Tech Branches
<ul style="list-style-type: none"> a. Allowances b. Replacement factors c. Total costs 		
9. Prepare for funding necessary additional items of equipment through reprogramming action and/or budget process.	A04G	
10. Determine materiel availability:	A04G	QMG, Air, G-4 Tech Branches
11. Determine exceptional item supply actions:	A04G	G-4 Tech Branches; QMG
<ul style="list-style-type: none"> a. Substitute equipment b. Redistribution from existing units c. Temporary loan d. DOD screening e. Procurement 		
12. Equipment for training requirements:	A04J	G-3, G-4 Tech Branches
<ul style="list-style-type: none"> a. Scheduling early delivery 		

<u>Action Required</u>	<u>Coordination</u>	<u>Contribution</u>
b. Training aids		
13. Preparation for early issue of administrative equipment (addressographs, typewriters, embossers, etc.).	A04J	QMG, A04D
14. Establish sources of supply.	A04J	QMG
15. Establish method of initial issue (push or by requisition) of:	A04J	QMG
a. Major end items		
b. End items support materiel		
c. Remaining T/E equipment		
d. Operating level		
e. If push system is used, establish cut off date as to when the unit will become responsible for requisitioning (e.g., T/E changes).		
16. Determine concept, capability and sources for maintenance support.	A04J	Activity Sponsor
17. Determine communications operating requirements and prepare submission to CNO and COMNAVCOM for implementation.	A04C	
18. Transportation planning.	A04J	QMG
19. Facilities planning.	A04K	G-1, G-3, Air, Pers, DataSys, QMG
a. Prepare and provide planning guidance to QMG	A04K	-do-
b. Review facilities plans and programs as prepared by QMG	A04K	QMG

<u>Action Required</u>	<u>Coordination</u>	<u>Contribution</u>
c. Program O&M requirements in support of facilities plans	A04K	QMG
20. Based on plans, determine O&M fund requirements.	A04K	QMG, DMCR, FDMC, G-3
21. Provide logistic guidance to activity sponsor for use in preparation of request to the Secretary of the Navy as discussed in Part B, Chapter 1 of this SOP.	A04J	QMG, G-4 Branches
22. Planning for liaison/assistance/inspection team scheduling.	A04J	All Staff Sections

Directing Phase

1. Publish information, guidance and plans prepared in planning phase to activities or staff concerned.	A04J	All Staff Sections; Activity Sponsor
2. Furnish logistic input to AC/S, G-1 for inclusion in implementing directive to the activity in accordance with schedule contained in Part B, Chapter 1 of this SOP.	A04J	All Staff Sections; Activity Sponsor

Managing Phase

1. Monitor the progress of the activation/redesignation to determine problem areas and take timely remedial action.	A04J	All Staff Sections
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<u>Action Required</u>	<u>Coordination</u>	<u>Contribution</u>
2. Respond to materiel readiness reports in areas which are not meeting expected results or goals.	A04J	All Staff Sections.

Terminating Phase

1. Insure that all actions pertaining to the activation/redesignation are completed or that provisions are made for accomplishing actions not yet completed or those of a continuing nature.	A04J	All Staff Sections
2. Conduct a post activation/redesignation study in which all phases of the activation/redesignation are analyzed for purposes of developing improved methods and for updating of this SOP to reflect lessons learned.	A04J	All Staff Sections

Appendix 2 to Annex S: Instructions and Procedures for the Deactivation/Modifications of Non-FMF Organizations

Planning Phase

<u>Action Required</u>	<u>Coordination</u>	<u>Contribution</u>
1. Receipt of Warning Order a. Determine scope of logistic actions required	A04J	Activity Sponsor
2. Schedule Inter and Intra Staff meetings for exchange of information with logistical implications.	A04J	All Staff Sections
3. Prepare schedule for completion of deactivation actions.	A04J	QMG, G-4 Branches
4. Make determination as to disposition of supplies, equipment, facilities and other plant property.	A04J	QMG, G-4 Branches
5. Determine requirements for supply pipeline reduction and any procurement reduction actions necessary.	A04J	QMG
6. Prepare listing of other services who are involved in providing logistic support to or are receiving support from the activity being deactivated. This info is to be included in the deactivation request to the Secretary of the Navy.	A04J	QMG, G-4 Tech Branches
7. Provide logistic guidance to the activity sponsor for inclusion in the deactivation request to the Secretary of the Navy as discussed in Chapter 2, Part B of this SOP.	A04J	QMG, G-4 Branches

Directing Phase

1. Publish information, guidance and plans prepared in planning	A04J	All Staff Sections
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Action RequiredCoordinationContribution

phase to activities or
staff concerned.

Managing Phase

- | | | |
|--|------|--------------------|
| 1. Monitor the progress of the deactivation to determine problem areas and take remedial action. | A04J | All Staff Sections |
|--|------|--------------------|

Terminating Phase

- | | | |
|--|------|--------------------|
| 1. Insure that all actions pertaining to the deactivation are completed or that provisions are made for accomplishing actions not yet completed. | A04J | All Staff Sections |
| 2. Conduct a post-deactivation study in which all phases of the deactivation are analyzed for purposes of developing improved methods and for updating of this SOP to reflect lessons learned. | A04J | All Staff Sections |

Annex T: Fiscal Division Instructions and Procedures for
Activation/Deactivation/Modification of Non-FMF
Organizations

1. GENERAL. FDMC will provide detailed fiscal instructions required to effectively activate, deactivate or modify a non-FMF organization.

2. INSTRUCTIONS AND PROCEDURES

a. Appendix 1: Instructions and Procedures for the Activation of Non-FMF Organizations

b. Appendix 2: Instructions and Procedures for the Deactivation of Non-FMF Organizations.

c. Appendix 3: Instructions and Procedures for Modification of Non-FMF Organizations.

Appendix 1 to Annex T: Instructions and Procedures for the
Activation of Non-FMF Organizations

Planning Phase

<u>Action Required</u>	<u>Coordinator</u>	<u>Contributor</u>
1. FDMC assist and advise CMC on the formulation of fiscal policy regarding the impending activation.	--	--
2. Provide necessary fiscal data for the development of CMC Activation Plan.	AC/S, G-3 DC/S (Air)	AS
3. Receive Schedules and detailed activation plans.	AS	AC/S, G-3 AC/S, G-4 DC/S (Air)
a. Type of unit to be activated.		
b. Planned activation readiness date.		
4. Analyze, review and cost POCR's and PCR's to force structure.	AS-3	HQMC Staff
5. Coordinate implementation of PCD's, PED's and SecDef decision memoranda in updating the FYDP.	AS-3	HQMC Staff
6. Estimate costs of Personnel Authorized.	AS-1	AC/S, G-1
7. Review costs of Material Authorized:	AS-1	AC/S, G-4 QMGMCMC
a. Allowance of Major Items.		
b. Allowance and level of secondary items.		
8. Review costs of real property procurement, construction, or modification.	AS	QMGMCMC AC/S, G-4
9. Receive budget plans from Program Sponsor. Prepare and consolidate budget estimates and justification back-up material.	AS-1	AC/S, G-1 AC/S, G-4 QMGMCMC

<u>Action Required</u>	<u>Coordinator</u>	<u>Contribution</u>
10. Review all budget directives from higher authority.	AS	AS
11. Submit Budget for approval	AS-1	AS-1
12. Receive Congressional Approval (if applicable).	AS	Via NavCompt
13. Review T/O structure of activated unit to insure availability of 3400 MOS requirement.	AS-3 Disb	AC/S, G-1
14. Prepare Fiscal Instructions for the field to be transmitted concurrent with CMC Activation Directive.	AS	AC/S, G-1 AC/S, G-4 QMGM, AS-1 AS-2, AS-3

Directing Phase

15. Submit input to CMC Activation Directive.	AC/S, G-3	AS
16. Supervise the assignment of 3400 personnel to activating unit insuring billet properly assigned and occupied.	AC/S, G-1	AS-3, Disb.
17. Review budget requirements and monitor adequacy of funds authorized.	AS	AC/S, G-4 AC/S, G-1 QMGM
18. Maintain close liaison with HQMC staff sections and higher authority.	AS	AS
19. Assist activated unit in the implementation of accounting procedures as required.	AS	AS-2

Managing Phase

20. Provide input for the Operational Readiness inspection plan.	AC/S, G-3	AS
21. Develop reporting and inspection procedures to evaluate	AS	AS

<u>Action Required</u>	<u>Coordinator</u>	<u>Contribution</u>
effectiveness of fiscal support to the activated unit.		
22. Evaluate effectiveness of fiscal support. Identify potential problem areas.	AS	AS
23. Provide a historical record of problems encountered and methods of resolution.	AS	AS
24. Provide input for the Operational Readiness inspection report.	AC/S, G-3 DC/S (Air)	AS

Appendix 2 to Annex T: Instructions and Procedures for the
Deactivation of Non-FMF Organizations

Deactivation

<u>Action Required</u>	<u>Coordinator</u>	<u>Contribution</u>
1. FDMC assist and advise CMC on the formulation of fiscal policy regarding the impending deactivation.	--	--
2. Provide input as to disposition of remaining funds and accounting records.	AC/S, G-3 DC/S (Air)	AS
3. Receive Schedules and detailed deactivation plans.	AS	AC/S, G-3 AC/S, G-4 DC/S (Air)
a. Type of unit to be deactivated.		
b. Planned deactivation readiness date.		
4. Analyze, review and cost POCR's and PCR's for force structure.	AS-3	HQMC Staff
5. Coordinate implementation of PCD's, PBD's and SecDef decision memoranda in updating the FYDP.	AS-3	HQMC Staff
6. Provide a historical record of problems encountered and methods of resolution.		

Appendix 3 to Annex T: Instructions and Procedures for
Modification of Non-FMF Organizations

Planning Phase

<u>Action Required</u>	<u>Coordinator</u>	<u>Contributor</u>
1. FDMC assist and advise CMC on the formulation of fiscal policy regarding the impending modification.	--	---
2. Provide necessary fiscal data for the development of CMC Modification Plan.	AC/S, G-3 DC/S (Air)	AS
3. Receive schedules and detailed modification plan to include type of unit to be modified.	AS	AC/S, G-3 AC/S, G-4 DC/S (Air)
4. Analyze, review and cost POCR's and PCR's to force structure.	AS-3	HQMC Staff
5. Coordinate implementation of PCD's, PBD's and SecDef decision memoranda in updating the FYDP.	AS-3	HQMC Staff
6. Estimate costs of Personnel Authorized.	AS-1	AC/S, G-1
7. Review Costs of Material Authorized.	AS-1	AC/S, G-4 QMGM
a. Allowance of Major Items		
b. Allowance and level of secondary items		
8. Review costs of real property procurement, construction, or modification.	AS	QMGM AC/S, G-4
9. Receive budget plans from Program Sponsor. Prepare and consolidate budget estimates and justification back-up material.	AS-1	AC/S, G-1 AC/S, G-4 QMGM

<u>Action Required</u>	<u>Coordinator</u>	<u>Contribution</u>
10. Review all budget directives from higher authority.	AS	AS
11. Submit budget for approval, if appropriate.	AS-1	AS-1
12. Receive Congressional Approval (if applicable).	AS	Via NavCompt
13. Review T/O structure of modified unit to insure availability of 3400 MOS requirement.	AS-3 Disb	AC/S, G-1
14. Prepare fiscal instruction as required, for the field to be transmitted concurrent with CMC modification Directive.	AS	AC/S, G-1 AC/S, G-4 QMGMCMC, AS-1 AS-2, AS-3

Directing Phase

15. Submit input to CMC modification Directive.	AC/S, G-3	AS
16. Supervise the assignment of 3400 personnel to modifying unit insuring billet properly assigned and occupied.	AC/S, G-1	AS-3, Disb
17. Review budget requirements and monitor adequacy of funds authorized.	AS	AC/S, G-1 AC/S, G-4 QMGMCMC
18. Maintain close liaison with HQMC staff sections and higher authority.	AS	AS
19. Assist modified unit in the implementation of accounting procedures as required.	AS	AS-2

Managing Phase

20. Provide input for the Operational Readiness inspection plan.	AC/S, G-3	AS
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<u>Action Required</u>	<u>Coordinator</u>	<u>Contribution</u>
21. Develop reporting and inspection procedures to evaluate effectiveness of fiscal support to the modified unit.	AS	AS
22. Evaluate effectiveness of fiscal support. Identify potential problem areas.	AS	AS
23. Provide a historical record of problems encountered and methods of resolution.	AS	AS

Annex U: Quartermaster General Staff Instructions and Procedures for Activation, Deactivation/Modification of Non-FMF Organizations

1. GENERAL. As a modification directive may involve one or several different type changes in an activity, required QMGMC actions may involve the accomplishment of one or several actions as listed in the activation and/or deactivation checklists. Any response to a modification directive should be made with reference to these checklists, as applicable.

2. INSTRUCTIONS AND PROCEDURES

a. Appendix 1: Instructions and Procedures for the Activation of Non-FMF Organizations.

b. Appendix 2: Instructions and Procedures for the Deactivation of Non-FMF Organizations.

c. Appendix 3: Instructions and Procedures for the Establishment, Modification, and Disestablishment of Non-FMF Organizations.

Appendix 1 to Annex U: Instructions and Procedures for the
Activation of Non-FMF Organizations

<u>ACTIONS REQUIRED</u>	<u>COORDINATOR</u>	<u>CONTRIBUTOR</u>
1. Designate, as required, the activated unit as a supply element in accordance with paragraph 101104.4 of MCO P4400.19.	QMGM C	AC/S, G-3
2. Provide instructions relative to the accomplishment of supply operations, e.g., requisitioning procedures, property accounting procedures and sources of supply as appropriate to the type of activity being established.	QMGM C	
3. For an activity designated as a supply element with authority to requisition supplies, assign an activity address code.	QMGM C	
4. Request the Data Systems Division to update Mechanized DODAAD Tape and furnish new AC/Unit Address to the Defense Logistics Services Center (DLSC).	QMGM C	
5. Request planning data for budgeting purposes. Planning data to include the following:	QMGM C	
a. Estimate of total dollar value of materiel requirements budgeted under O&MMC appropriation.		AC/S, G-4
b. Dollar value of materiel requirements, if significant, by category at the earliest possible date, for budgetary purposes.		ICP

<u>ACTIONS REQUIRED</u>	<u>COORDINATOR</u>	<u>CONTRIBUTOR</u>
c. Information relative to activation plans and schedules.		AC/S, G-1
6. Identify any significant secondary item dollar deficiencies and request funds to provide for ICP procurement.	QMGM C	ICP
7. When FMF type principal items are issued to a Non-FMF activity, accomplish the following:	QMGM C	
a. Identify principal items authorized.		
b. Identify principal item shortages by requesting status report from the ICP and comparison of available assets with quantities authorized.		AC/S, G-4, and ICP
c. Direct ICP to formulate and provide to Headquarters Marine Corps, complete package issue lists by principal item to include:		ICP
(1) Principal Item		
(2) Test Equipment		
(3) Special Tools		
(4) Collateral Equipment		
(5) Publications		
(6) Repair Parts		
d. Review and update complete package issue lists and provide to ICP.		AC/S, G-4

<u>ACTIONS REQUIRED</u>	<u>COORDINATOR</u>	<u>CONTRIBUTOR</u>
e. Initiate action to procure principal and related secondary item shortages.		AC/S, G-4, and ICP
8. Identify station property requirements and insure provisioning actions are initiated as required.	QMGMC	
9. Provide Classes 3 and 4 plant property identification numbers.	QMGMC	AS
10. Establish allowances for commercial vehicles and materials handling equipment as required.	QMGMC	AC/S, G-4
11. Initiate procurement action to provide commercial vehicles and materials handling equipment.	QMGMC	
12. Insure instructions are provided the activated unit for acquiring commercial motor vehicle fleet management directives.	QMGMC	
13. Provide assistance, as necessary, to unit(s) being activated in procuring commercial transportation resources.	QMGMC	AC/S, G-3, AC/S, G-4, DC/S (Air) & DC/S (Manpower)
14. Notify agencies external to the Marine Corps of significant planned acquisition programs.	QMGMC	
15. Review facilities requirements of newly activated unit(s) and determine shortages.	QMGMC	AC/S, G-3, AC/S, G-4 & DC/S (Air)
16. Request from AC/S, G-4 information concerning any non-T/E type equipment which will require special facilities.	QMGMC	AC/S, G-3, AC/S, G-4 and DC/S (Air)

ACTIONS REQUIREDCOORDINATORCONTRIBUTOR

17. Provide information concerning structural alterations and/or modifications required and related costs to include increased costs of recurring maintenance and utilities for support of new facilities.

QMGMC

Activity/
Station, and
AC/S, G-4

18. Initiate action to provide additional facilities as required.

QMGMC

AC/S, G-4, and
DC/S (Air)

19. Review activation directive to identify systems and procedures involved in the activation process to include:

QMGMC

a. Review of any policy changes and instructions for implementation and adaptability.

b. Provision of new or revised systems and procedures as required to implement interim or permanent changes in policy.

Appendix 2 to Annex U: Instructions and Procedures for Deactivation of Non-FMF Organizations

<u>ACTIONS REQUIRED</u>	<u>COORDINATOR</u>	<u>CONTRIBUTOR</u>
1. Record deactivation date in Activity Address File.	QMGMG	
2. Upon expiration of three (3) years or at such time as all supply transactions are completed for de-activated activity, request Data Systems Division to update Mechanized DODAAD tape and furnish new deletion notice to the Defense Logistics Services Center (DLSC).	QMGMG	
3. Provide instructions relative to the disposition of Marine Corps supplies and equipment to include station property, commercial vehicles, and materials handling equipment.	QMGMG	ICP
4. Prepare and process, as required, report of excess facilities.	QMGMG	
5. Provide assistance, as necessary, to unit(s) being deactivated in procuring commercial transportation resources.	QMGMG	AC/S, G-3, AC/S, G-4, DC/S (Manpower) & DC/S (Air)
6. Review deactivation directive to determine impact on systems and procedures and initiate action as required.	QMGMG	

Appendix 3 to Annex U: Instructions and Procedures for the Establishment, Modification and Disestablishment of Non-FMF Organizations

<u>ACTIONS REQUIRED</u>	<u>COORDINATOR</u>	<u>CONTRIBUTOR</u>
1. As requested, provide the following information relative to costs of the establishment, modification or disestablishment:		
a. Cost of constructing any new facilities.	COA	AC/S, G-4
b. Estimated fiscal year maintenance and operation costs for the new establishment.	COA	AC/S, G-4
c. Costs involved in the retention, preservation, disposal, or transfer of property other than real property.	CSX/CSR	
2. As requested, provide information relative to real property involved in the establishment, modification, or disestablishment, i.e., source, support responsibilities, and custody of real property involved.	COA	AC/S, G-4
3. Review CMC request to establish, disestablish, or modify an activity to identify systems and procedures involved and provide new or revised systems and procedures as required.	CHS	

Headquarters Marine Corps Standing
Operating Procedures for the Activation,
Deactivation

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